

**SPECIMEN FORM OF APPLICATION FOR SEEKING  
INFORMATION**

I.D. No. ....  
(For official use)

To  
The Central/State Public Information Officer

.....  
..... (Name and address of public  
authority concerned)

1. Name of the Applicant
2. Address
3. Particulars of information –
  - (a) Concerned department :
  - (b) Particulars of information required
    - (i) Details of information required :
    - (ii) Period for which information asked for :
    - (iii) Other details :

4. I state that the information sought does not fall within the exemptions contained in section 8 of the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.
5. A fee of Rs.....has been deposited in the office of the Central / State Public Information Officer vide No. .... dated.....

OR

A Demand Draft/Bankers Cheque No. .... dt..... for Rs. .... drawn on ..... (name of bank) favouring Accounts Officer ..... (name of office), towards payment of fee is enclosed herewith.

Place.....  
Date.....

Signature of Applicant  
E-mail address, if any .....  
Tel. No. (office).....  
(Residence).....

- Note :
- (i) Reasonable assistance can be provided by the Central/ State Public Information Officer in filling up the Form.
  - (ii) Please ensure that the Form is complete in all respect and there is no ambiguity in providing the details of information required.

*Annexure 4.I: Specimen Form of Application for Seeking Information*

*Acknowledgement of Application for Seeking Information*

I.D. No. ....

Dated. ....

1. Received an application from Shri / Ms ..... resident of.....under section 6(1) of the Right to Information Act, 2005.
2. The applicant is advised to contact the undersigned on ..... between ..... A.M. to .....P.M.
3. In case the applicant fails to turn up on the scheduled date(s), the Public Information Officer shall not be responsible for delay, if any.
4. The applicant shall have to deposit the balance fee, if any, with the authorised person before collection of information.
5. The applicant may also consult Web-site of the department from time to time to ascertain the status of his application.

Signature and stamp of the  
Competent Authority  
E-mail address: .....  
Web-site .....  
Tel. No.....

Dated .....