

**ANNEXURE "A"**

( See rule 3 )

**Affix here Court  
Fee Stamp of  
Rs.10**

**Format of application for obtaining information under the Right to  
Information Act, 2005**

To

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The Public Information Officer  
(Name of the office with address)

- (1) Full name of the applicant
- (2) Address
  
- (3) Particulars of information required
  - (i) Subject matter of information. \*
  
  - (ii) The period to which the information relates. #
  - (iii) Description of the information required. \$
  
  - (iv) Whether information is required by post or in person  
( The actual postal charges shall be included in additional fees )
  - (v) In case by post  
( Ordinary, Registered or Speed )
- (4) Whether the applicant is below poverty line ( if yes, attach the photo copy of the proof thereof ).

Place :  
Date :

Signature of the applicant

\* Broad category of the subject to be indicated (such as grant of Government land / Service matters / Licenses etc.)

# Relevant period for which information is required to be indicated.

\$ Specific details of the information is required to be indicated.

**ANNEXURE "B"**  
[ See rule 5 (1) ]

Affix here Court  
Fee Stamp of  
Rs.20

**Appeal under section 19 ( 1 ) of the Right to Information Act, 2005**

From,

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(Appellant's name and address)

To,

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( Name / designation / address of the appellate authority )

- (1) Full name of the Appellant
- (2) Address
- (3) Particulars of the Public Information Officer
- (4) Date of receipt of the order appealed against ( if order passed )
- (5) Last date for filing the appeal
- (6) The grounds for appeal
- (7) Particulars of information -
  - (i) Nature and subject matter of the information required
  - (ii) Name of the office or Department to which the information relates

Place  
Date

Signature of the Appellant

**ANNEXURE "C"**

[ See rule 5 (2) ]

Affix here Court  
Fee Stamp of  
Rs.20

**Second Appeal under section 19 ( 3 ) of the Right to Information Act, 2005**

From,

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(Appellant's name and address)

To,

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- (1) Full name of the Appellant
- (2) Address
- (3) Particulars of the Public Information Officer
- (4) Particulars of the First Appellate Authority
- (5) Date of receipt of the order appealed against
- (6) Last date for filing the appeal
- (7) The grounds for appeal
- (8) Particulars of information -
  - (i) Nature and subject matter of the information required
  - (ii) Name of the office or Department to which the information relates

Place  
Date

Signature of the Appellant