

Form 'A'
Form of application for seeking information
(see rule 3 of DRTI Act 2001)

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

To
The Competent Authority,
.....
.....

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 restrictions contained in section 6 of the Act 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 Competent Authority vide No dated

Place:

Date:

Signature of Applicant

E-mail address, if any :

Tele.No (Office) :

Tele.No (Residence) :

Note:- (i) Reasonable assistance can be provided by the Competent Authority in filling up the Form 'A'.
(ii) Please ensure that the Form 'A' is complete in all respects and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM 'A'

I.D. No.....

Dated:.....

1. Received an application in Form A from Shri.Ms..... resident of under section 5(1) of the Delhi Right to Information Act, 2001.
2. The information is proposed to be given normally within 15 days and in any case within 30 days from the date of receipt of application and in case, it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on between 11 A.M. to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for the delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.
6. The applicant may also consult the website of the department from time to time to ascertain the status of his application.

Signature and stamp of the
Competent Authority

E-mail address:
Website:
Tele.No. :

Dated: