

Application form under Right to Information - Form 'A'

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

Dated : _____

To

The Public Information Officer (RTI),
_____ Department
Government of Jammu and Kashmir

Subject:- Request for information under J&K RTI Act – 2009.

1. Name of the Applicant :
2. Address :
3. Particulars of the Information :
 - a. Department :
 - b. Information required :

4. I State that the information sought does not fall within restrictions contained in Section 8 & 9 of the Act and to the best of my knowledge it pertains to your department.
5. A fee of Rs. 50/- (Rupees Fifty only) towards Application Fee has been paid in the form of **Non – Judicial Stamp Paper/Demand Draft/Chaque/Postal Order/Treasury Receipt** etc..
6. Further, I also undertake to pay any additional fees/charges (if applicable) as prescribed under the RTI Act and or relevant Rules.

(Signature of the Applicant) :

Telephone No:

Fax No:

Email Address :

-
1. No fee is required to be paid if application written on Non – Judicial Stamp paper of Rs. 50/-.
 2. No fee shall be charged from the person who are of below poverty line (section 7 (5) of RTI Act, 2009).

Acknowledgment of Application in Form 'A'

I.D. No. _____

Dated: _____

1. Received an application in "Form A" from Shri/Smt. _____ Rs. _____ Residence of _____ under Section 6 of the Act, alongwith prescribed fee.
2. The information will be provided normally within 30 days from the date of receipt of application and in case it is found that the information asked for can not be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant shall have to deposit the balance fee, if any, which shall be intimated in due course, with the authorized person before collection of information.

**Public Information Officer
(PIO)/Assistant Public
Information Officer (APIO)
_____ Deptt.**

Tel. No: _____

Email :

Dated: _____

Form 'B'
Rejection Order

No. _____ Dated: _____

To,

Sir/Madam,

Please refer to your application, I.D. No. _____
dated _____ addressed to the undersigned regarding
supply of information on _____.

1. The information asked for cannot be supplied due to following reasons:-
 - i.
 - ii.
2. As per Section 9 of J&K Right to Information Act, 2009; you may file an appeal to the 1st Appellate Authority , _____ within 30 days of the issue of this order.

Public Information Officer (PIO)
_____ Deptt.

Tel. No: _____

Email :

Form 'C'
Form of supply of information to the applicant.

No. _____

Dated: _____

To,

Sir/Madam,

Please refer to your application, I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____.

2. The information asked for its enclosed for reference. Or
The following part information is being enclosed.

The remaining information about the other aspects cannot be supplied due to following reason-

- i.
- ii.
- iii.

3. You have to deposit the balance fee of Rs. _____ with the Authorized person before collection of information.

4. As per Section 16 of the J&K Right to Information Act, 2009, you may file an appeal to the 1st Appellate Authority i.e _____, within 30 days of the issue of this order.

Public Information Officer (PIO)
_____ Deptt.

Tel. No: _____

Email :

Form 'D'

1st Appeal under the J&K Right to Information Act, 2009

I.D. No. _____
(for official use)

To,

The 1st Appellate Authority,
_____ Department.

1. Name of the applicant:
2. Address:
3. Particulars of the Incharge of Office:
 - a. Name :
 - b. Address:
4. Date of submission of application in Form – A.
5. Date on which 30 days from submission of Form A is over:
6. Reasons for appeal:
 - a. No response received in Form B, or C within 30 days of submission of Form A
 - b. Aggrieved by the response received within prescribed Period.
(A copy of the reply received be attached)
 - c. Grounds for appeal.
7. Last date for filing the appeal.
8. Particulars of Information required:-

Place:
Dated:

Signature of the applicant
Email address, if any
Tel. No. _____

.....Cut from here.

Acknowledgement

I.D. No. _____ Dated: _____

Received Appeal application from Shri _____ resident of _____ under J&K Right to Information Act, 2009.

Signature of the Receipt Clerk,
Office of the 1st Appellate Authority Department,
Tel. No. _____
Email Address _____
Website. _____