

Form 'A'
Form of application for seeking information
(See rule 3)

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

To

The Competent authority,
.....
.....

1. Name of the Applicant

2. Address

3. Particulars of information. -

Concerned department :

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:
Tel. No.(Office)_____
(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 respect 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 can not 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 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 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