

SPECIMEN PROFORMA FOR SEEKING INFORMATION UNDER RTI

To

The Coordinator,

Right To Information Committee

1. Name of the Applicant

2. Complete Address

3. Particulars of the information sought:

a) Concerned Department:

b) Particulars of the information required:

i) Details of information required:

ii) Period for which information is required:

iii) Any other related details:

4. I state that the information sought does not fall within the exemptions contained in the section 8 of the RTI Act-2005 and to the best of my knowledge the information pertains to your office.

5. I hereby declare and confirm that I am an Indian citizen and as such I am entitled to seek information under RTI Act-2005. I have attached a copy of my PAN card/Voter's Card/Ration Card/ Driving License/ ID card in support of my citizen ship.

Signature of the Applicant

Place

Address

Date

Telephone/Mobile No

Email Address.