

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

To,

The State 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 photocopy 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 : .....  
(Appellant's name and address)

To: .....  
(Name/designation/address of the appellate authority)

1. Full name of the Appellant :
2. Address :
3. Particulars of the State 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 :
  - a) Nature and subject matter of the information required
  - b) 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 : .....  
(Appellant's name and address)

To: .....

1. Full name of the Appellant :
2. Address :
3. Particulars of the State 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 :
  - a) Nature and subject matter of the information required
  - b) Name of the Office or Department to which the information relates

Place :

Date :

Signature of the Appellant