

## **Application Form under Right to Information Act, 2005**

(To be filled in duplicate by the Applicant)  
(Separate form to be filled up for each query)

1. **Particulars of the Applicant**
  - (a) **Name**
  - (b) **Address**
  
  - (c) **E-mail address**
  - (d) **Phone/Fax. No.**
  
2. **Date of Submission of Application**
  
3. **Subject Matter**
  
  
4. **Details of Information requested**
  
  
  
  
  
5. **Period to which the information relates**  
**(Maximum period in each application should not exceed three years)**
6. **Fee enclosed**  
**(in cash/DD/Banker's cheque)**
  
  
7. **Due dates by which information is to be furnished**  
**(30 days from submission of application)**
8. **How the applicant would like his information to be sent**
  - (a) **By post**
  - (b) **To be collected by hand**
  - (c) **By e- mail**
  - (d) **By fax**