

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:-

(a) Concern department :

(b) Particulars of information required :

i. Details of information required :

ii. Period for which information
asked for :

iii. Others 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 THE APPLICATION IN FORM – A

I. D. No.

Dated:.....

1. Received an application in Form A from Shri/Ms.
resident ofunder 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 the 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
11A.M to 1P. 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 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.: