

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

To,

The Public Information Officer,
BIT. MESRA
RANCHI
Pin -835215

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)
5. Details of application Fees :

Place :

Date :

Signature of the Applicant

Appeal under section 19(1) of the Right to Information Act, 2005

From : (Appellant's name and address)

To: The First Appellate Authority
BIT MESRA
RANCHI
Pin-835215

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