

Application for record Inspection under RTI Act-2005
(Under Section 2(j) of RTI Act)

To:
Public Information Officer under RTI Act-2005

Office-

Sir,

Sub-Inspection of records under section 2(j) of Right to information Act-2005

Please provide records, files, Gos, Circulars, note files, memos and also any other information (for inspection) following section 2(f) RTI Act about the below mentioned information.

I am enclosing/affixing court fee stamps/demand draft/banker cheque/Indian postal order worth Rs----- towards application fee.

As BPL Card holder I am entitled for fee exemption hence enclosing photocopy of my BPL Card here with(Section 7(5) of RTI Act).

I request you to suggest the date and time for file verification in the stipulated time. Please provide the copies of requisite information either in print/electronic form after the inspection. Please attest each page under section 2(j)(ii) of RTI Act 2005.

Please follow section 6(3) of RTI Act 2005 in case of records not available in your office.

Date-

With regards,

Place-

Applicant's signature

Address of applicant:

Phone-

Instructions:

- Application can be submitted either through registered post or in person.
- Many states allow fee to be paid by cash. Please check the state RTI rules for this.
- Please keep the registered post slip/Acknowledgement card.
- BPL Card holders are exempted application fee and also fee towards providing information under Section 7(5) of RTI Act.
- For application fee charges please refer to your state government's RTI rules.