

Action taken on Complaint/memorandum submitted
Application for Information under RTI Act 2005

To:
Public Information Officer

Sir/Madam,

Ref- Complaint/Memorandum submitted on Dt_____ By_____

_____ Complaint/Memorandum Number_____

We/I submitted Complaint/memorandum to _____ office.

through Post/Phone/In person. But I/We haven't received any response as per Citizen Charter.

In this context, I request the following information.

1. Names, designations and office addresses of the officials with whom, the Complaint/memorandum is lying since its date of receipt in your office & date wise period with each official & details of action taken by him/her.
2. Photocopies of notefiles, margin notings and correspondence made with the concerned officials on Complaint/memorandum submitted.
3. Please provide the name of official responsible for taking action on my the Complaint/memorandum submitted and his/her designation.
4. Name and designation of official responsible for taking action on the official who fails to act upon the Complaint/memorandum submitted and the action taken by the supervising official.
5. Please mention the time frame for resolving Complaint/memorandum submitted according to rules.

I am enclosing/affixing court fee stamps/Demand Draft/Banker Cheque/Indian postal order worth Rs----- towards application fee.

I am BPL Card holder, hence eligible for fee exemption. I am enclosing photocopy of my BPL Card here with.

I request you to provide the requisite information in the stipulated time limit and also attest each page of information under Section 2(j) (ii) of RTI Act-2005.

Date:

With Regards,

Place:

Applicant's signature

Enclosures:

- 1) Photocopy of Complaint/memorandum submitted
- 2) Photocopy of acknowledgement card and postal receipt