

**Model Form No. 1**  
**Application for seeking information**

I. D. No. ....  
(For official use)

To,  
The Chief Public Information Officer,

.....  
.....

1. Full name of the applicant
2. Address
3. Particulars of information required-
  - (a) Concerned department
  - (b) Particulars of information required-
    - (i) Details of information required
    - (ii) Period for which information asked for
    - (iii) Other details
4. I state that the information sought does not fall within the restrictions contained in section ..... of the Right to Information Act, 2005 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 authorized person vide Receipt No ..... Dated .....

Place .....  
Date .....

.....  
Signature of the Applicant  
E-mail address .....  
Telephone No. (Office) .....  
(Residence) .....

**Note-** (i) Reasonable assistance can be provided by authorized person in filling up the Form.  
(ii) Please ensure that the Form is complete in all respect and there is no ambiguity in providing the details of information required.