

FORM 'A'

**FORM OF APPLICATION FOR SEEKING INFORMATION
See Rules 5(1)**

I.D.No.

Date:

To

The State Public Information Officer,

.....

.....

1. Name of The Applicant:
2. Father's name:
3. Permanent Address:
4. Temporary Address:
5. Whether a citizen of India:
(Please enclose your certified copy of Sikkim Subject Certificate, Certificate of Identification, Electoral Roll or Passport as proof).
6. Whether affiliated to any NGO, social Organization, Association, Political Organization etc.If so, the particulars of NGO, Organization, Association, Political Organization:
7. Concerned department: Particulars of Information –
 - (i) Details of information required (please be specific by giving details)
 - (ii) Period for which information asked for,
 - (iii) The Geographical area to which the Information relates (with specified details)
 - (iv) Other details.
8. I state that the information sought does not fall within the restrictions contained in Section 6of the Act and to the best of my knowledge it pertains to your office.
9. A fee of Rs has been deposited in the office of the Competent Authority vide No dated

Place:

Date:

Signature of the Applicant
Tel.No. (Office)
(Residence)

Note: (i) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

FORM 'B'
ACKNOWLEDGEMENT OF APPLICATION

See Rule 5(1)

I.D.

Date:

.....

1. Received an application in FORM A from Shri/Ms resident of under Section 5(1) of the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on
Between 11 A.M to 1 P.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 with the authorized person before collection of information.
6. The applicant may also consult website of the department from time to time to ascertain the status of his application.

Date:

Signature and Stamp of the State

Public Information
Officer Address:

FORM 'C'
REJECTION ORDER
See Rule 5(1) (5)

From:.....

Date:

No:

To:
.....
.....

Sir/Madam,

Please refer to your application, I.D.No..... dated
addressed to the undersigned regarding supply of information
on.....

2. The information asked for cannot be supplied due to following reasons:-
 - (i)
 - (ii)
3. As per Section 19(1) of Right to Information Act, 2005, you may file an appeal to the Appellate Authority of respective Department within 30 days of the issue of this order.

Yours faithfully,

State Public
Information Officer
Tel.No:.....

FORM 'D'
FORM OF SUPPLY OF INFORMATION TO THE APPLICANT
See Rule 5 (7)

From:.....

Date:

No:

To:

.....

.....

Sir/Madam,

Please refer to your application, I.D.No..... dated

.....addr
es
sed

to the undersigned regarding supply of information on

2. The information asked for is enclosed
for reference.*(i)
(ii)

The remaining information about the other aspects cannot be supplied due to
following reasons:-

- (i)
(ii)
(iii)
3. The requested information does not fall within the jurisdiction of this
Competent Authority.
4. As per Section 19(1) of Right to Information Act, 2005, you may file an appeal
to the Appellate Authority of respective Department within 30 days of the issue of this
order.

Yours faithfully,

State Public
Information Officer
Tel.No:.....

FORM 'E'

See Rule 12.

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

From:
(Applicant's name and address).

To:
(Name/designation/address of the appellate authority)

1. Full name of the Appellant.
2. Address:
3. Particulars of the State Public Information Officer:
4. Date of receipt of the order appealed (if order passed).
5. Last date for filing the appeal:
6. The grounds for appeal
7. Particulars of information.
 - (i) Nature and subject matter of the information required.
 - (ii) Name of the Office or Department to which the information relates.

Place:

Signature of Applicant

Date:.....

FORM 'F'

See Rule 14

Appeal under section 19(3) of the right to Information Act, 2005

From:
(Applicant's name and address).

To:
(Name/designation/address of the appellate authority)

1. Full name of the Appellant.
2. Address:
3. Particulars of the State Public Information Officer:
4. Date of receipt of the order appealed (if order passed).
5. Last date for filing the appeal:
6. The grounds for appeal
7. Particulars of information.
 - (i) Nature and subject matter of the information required.
 - (ii) Name of the Office or Department to which the information relates.

Place:

Signature of Appellant

Date: