

Forwarding of application/appeal

Office of _____

No. F.

Dated: -

To

The Public Information Officer or
The First Appellate Authority or
The Central Information Commission

RTI Time Bound

Sub: Forwarding of RTI application/appeal: ID No. _____ dated _____.

Sir/Madam,

I am to forward herewith an application/appeal in original received on _____ from the following applicant under Section 5(2) of the Right to Information Act, 2005, for further necessary action.

Name:

Address:

2. *The applicant has deposited a fee of Rs. 10/- vide cash receipt number _____ dated _____ in this office.*

Or

The applicant has deposited a fee of Rs. 10/- vide Banker Cheque/Demand Draft No. _____ dated _____ drawn on _____ Bank which is being sent in original for further necessary action.

3. It is requested that further necessary action in the matter may please be taken at your end.

Yours faithfully,

(_____)
Assistant Public Information Officer
Designation

Encl:

1. Application in original
2. Copy of Cash receipt/Demand Draft/Banker Cheque