

FORM 'A'
FORM OF APPLICATION FOR SEEKING INFORMATION
See Rule5(1)

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

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 either 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.
 4. I state that the information sought does not fall within the restrictions contained in Section 6 of the Act 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 Competent Authority vide No. _____ dated _____
- Place: _____ Signature of the Applicant
Date: _____ Tel. No.(Office) _____
(Residence) _____

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

FORM 'B'
ACKNOWLEDGEMENT OF APPLICATION
See Rule 5(1)

I.D.No. _____

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 any, with the authorized person before collection of information.

6. The applicant may also consult Web-site of the department from time to time to ascertain the status of his application.

Dated _____

Signature and Stamp of the State
Public Information Officer.

Address: _____

ANNEXURE “E”
[See rule (12)]

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

From :

(Appellant'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 against :

(if order passed)

5. Last date for filing the appeal :

6. The grounds for appeal :

7. Particulars of information :

a) Nature and subject matter of the information required:

b) Name of the Office or Department to which the information relates

Place :

Date :

Signature of the Appellant

Enclosed : B.R No.....dated.....for Rs.50/-