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RTI Application for Pension

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RTI Application for Pension

SampleRTI

To

The Public Information Officer
Name of the Public Authority
Full Address
Pin Code

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

I retired from your organisation as on superannuation. I am entitled to receive pension. I have submitted necessary pension papers along with all relevant documents, including pension bank account in the month of However, pension is not yet sanctioned in my case. Therefore, I seek following information under Right to Information Act with respect to my pending pension case.

My pension application details:

Full Name :
Staff No./PF No.:
Designation:
Date of Superannuation :
Unit from which retired:
Office where pension papers submitted:

Details of information sought:

[1] please supply me certified copy of Note sheet indicating notings by various officials and decision of competent authority on my pension application dated

[2] please supply me certified copies of all file notings and decisions thereon indicating reasons for not granting pension till date.

[3] please supply me certified copies of all correspondence with Finance / Accounts department with respect to my pension case.

[4] Please supply me certified copy of assessment sheet indicating my qualified service entitled for pension.

[5] Please supply me certified copy of assessment sheet indicating my non-qualified service, not entitled for pension.

[6] please supply me certified copy of Citizens' Charter of your public authority indicating the time frame by which my Pension Pay Order (PPO) shall be issued to me, superannuated on __.

[7] please supply me certified copy of instructions and guidelines indicating normal period within which the employer department is required to sanction pension, after superannuation of an employee.

[8] Please inform me the date by which my pension was required to be settled in accordance with the instructions and guidelines in vogue.

[9] Please inform me the amount of pensionary benefits such as commutation value, gratuity, leave salary, Group Insurance, monthly pension and such other benefits due and payable to me.

[10] please inform me the names, designations and office address of staff responsible for dealing with my pension sanction case from date of superannuation to till this date.

[11] List of officer(s) and staff, with designation and office address, whose assistance sought by PIO in terms of Sec-5(4) of RTI Act, in supplying information with respect to this RTI Application.

Application Fee of Rs..... is remitted by Challan and copy attached

OR paste Court Fee Stamp

OR I am attaching IPO for Rs.10/- payable to the Accounts Officer, payable at towards RTI Application Fee.

Please send the information to my below address by Registered post.

Yours faithfully,

Signature

Name

Address

Date:

Please check the mode of payment of RTI Application Fee and Application Format (if any) from [Central/State RTI Rules](#) applicable to the public authority.

{{(rater>id=1|name=Transfer of PF Status|type=rate)}}

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Last update: **2016/05/06 02:49**

