

# Table of Contents

***RTI Application for Grievances Status*** ..... 1



# RTI Application for Grievances Status

SampleRTI

To The Public Information Officer  
 .....(Name of public authority/unit)  
 .....(Full address)  
 PIN Code.....

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

Sir,

Please supply me the following information in respect of my application dated ..... regarding .....

### Details of pending grievance

Application date. ....  
 Name of applicant .....  
 Address of applicant .....  
 Subject matter of Grievance application.....

### Particulars of information required

- [1] certified copy of note sheet indicating notings by various officials and decision of competent authority on my application dated ..... regarding .....
- [2] Certified copy of investigation report or feedback obtained with respect to my application dated .....
- [3] Certified copy of the note sheet indicating notings by various officials and decision of competent authority on the investigation report/feedback received.
- [4] Certified copy of letter, directions and/or instructions issued to concerned authority / subordinate office as a follow up action based on my application dated .....
- [5] In case no action is taken on my application dated ....., please inform me the name of officer(s) and staff responsible, but failed to take action on my application dated .....
- [6] Certified copy of your rules or citizens charter or any other document stipulating the time frame in number of days by which such a application for relief should have been dealt with and resolved by your public authority. Application Fee of Rs..... is remitted as under (strike out which is not applicable):
  - [a] Paid by Challan and copy attached.
  - [b] Pasted Court Fee Stamp for Rs.....
  - [c] Attached IPO for Rs.10/- payable to the Accounts Officer, .....

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

Yours faithfully,

Signature

Name .....

Address .....

Pin Code .....

Date:

Check Application Format and mode of payment of RTI Application Fee from Centre/State RTI Rules applicable to the public authority.

For guidance in writing and submitting RTI Applications, please refer to: [How to Fill RTI Application Form](#)

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