

RTI Application for Pension: Sample, Format and Appeal Wording (2026)

**RTI Wiki**

Right to Information, India

RTI Application for Pension

#RTI #RightToInformation #RTIAct2005 #India #DPDP2025
RTI India - righttoinformation.wiki - Working since 12 October 2005

Direct answer. If your pension has not been sanctioned within the time-frame in your service rules or the public authority's Citizens' Charter, file a free RTI to the Public Information Officer of the pension-sanctioning office asking for the file noting, qualifying service assessment, expected PPO issue date, and the names of officers handling your case. The PIO must reply in 30 days.

Drafting notes. This is a sample application. Customise each item before filing. See [Guide for applicants](#) for procedure, fee, and appeal path. After 14 November 2025, requests seeking information about a named individual engage Section 8(1)(j) as amended by Section 44(3) of the Digital Personal Data Protection Act, 2023. See the [practitioner note](#) for the test the Public Information Officer must apply.

When to use this RTI

- Your pension has not been sanctioned even though you submitted papers months earlier
- The Pension Pay Order (PPO) has not been issued and you cannot draw pension
- Gratuity, commutation, leave encashment or group insurance is unpaid
- You suspect a specific officer is sitting on the file
- The Citizens' Charter time-frame has been crossed

When NOT to use this RTI

- If you are still in service and pension is not yet due (apply only after superannuation)
- If pension was sanctioned but a small arithmetic error remains (use the grievance route first)
- If you are seeking another pensioner's records (Section 8(1)(j) and Section 11 will normally bar this)
- If your dispute is contractual and you have already filed in the appropriate tribunal (RTI is for records, not adjudication)

Sample RTI application

To,
The Public Information Officer
[Name of the Pension-Sanctioning Public Authority]
[Full Address, Pin Code]

Sub: Request for information under Section 6(1) of the RTI Act, 2005,
regarding pending sanction of pension.

Sir / Madam,

I retired from your organisation as [designation] on superannuation on [date]. I am entitled to receive pension. I submitted the pension papers along with all supporting documents, including pension bank account particulars, in [month, year]. Pension has not yet been sanctioned in my case. I therefore seek the following information under the Right to Information Act, 2005.

My pension application details:

Full name: _____
Staff number / PF number: _____
Designation at superannuation: _____
Date of superannuation: _____
Unit from which retired: _____
Office where pension papers were submitted: _____

Information sought:

- [1] Certified copy of the note sheet of my pension file showing notings by all officials and the decision, if any, of the competent authority on my pension application dated _____.
- [2] Certified copies of all file notings and decisions thereon indicating reasons for not granting pension till date.
- [3] Certified copies of all correspondence with the Finance and Accounts department on my pension case.
- [4] Certified copy of the assessment sheet showing my qualified service entitled to pension.
- [5] Certified copy of the assessment sheet showing my non-qualified

service, if any.

- [6] Certified copy of the Citizens' Charter of your public authority indicating the time-frame within which the Pension Pay Order (PPO) is to be issued.
- [7] Certified copy of the instructions or guidelines on the normal period within which the employer department is required to sanction pension after superannuation.
- [8] The date by which my pension was required to be settled in accordance with the instructions in vogue.
- [9] The amount of pensionary benefits, including commutation value, gratuity, leave salary, group insurance, monthly pension and any other entitlements due and payable to me.
- [10] The names, designations and office addresses of staff responsible for dealing with my pension sanction case from the date of superannuation to the date of this application.
- [11] The names and designations of officers from whom assistance is sought by the PIO under Section 5(4) of the RTI Act in supplying the information requested.

Application fee of Rs 10 is enclosed in the form of [Indian Postal Order / demand draft / cash receipt] payable to the Accounts Officer, [name of the public authority]. Please send the information by registered post to the address below.

Yours faithfully,
 [Signature]
 [Name]
 [Address, Pin Code]
 [Phone, email]
 [Date]

If the PIO does not reply or refuses without reasons: First Appeal

[Date]
 To,
 The First Appellate Authority
 [Public Authority Name]
 [Address]

Sub: First appeal under Section 19(1) of the RTI Act, 2005, against the order of the PIO dated [____] / against deemed refusal under Section 7(2), in respect of my RTI dated [____].

Sir / Madam,

1. I had filed an RTI application dated [____] seeking the information described in the enclosure (Annexure A).

2. The PIO has [refused / not replied / partly replied] vide letter dated [____]. The reply does not satisfy the requirements of Sections 7(8) and 8 of the RTI Act, 2005, for the reasons set out below.
3. Grounds of appeal:
 - (a) The reply does not record reasons for refusal, contrary to Section 7(8) and Section 19(5).
 - (b) The PIO has not applied Section 8(2) public-interest balancing.
 - (c) Severable parts under Section 10 have not been supplied.
 - (d) [add specific factual grounds].
4. Prayer: I pray that the FAA may be pleased to direct the PIO to supply the information sought, free of cost under Section 7(6), and to record findings on PIO conduct.

Yours faithfully,
[Name and signature]
[Address, phone, email]

Frequently asked questions

How long does the PIO have to reply to a pension RTI?

30 days from the date of receipt under Section 7(1). If the information concerns life or liberty, 48 hours under the proviso to Section 7(1). The clock pauses only for additional fee under Section 7(3).

Can I ask for the names of officers who delayed my pension?

Yes. Section 4(1)(b)(ix) requires the directory of officers to be public. Names and designations of officers handling specific files are routinely disclosed. Personal home address would attract Section 8(1)(j); office address does not.

Is there a fee for a pension RTI?

The application fee under the Central RTI Rules, 2012 is Rs 10. State Rules vary. BPL applicants pay no fee on furnishing a BPL certificate. There is no fee for the first appeal.

My pension file is reported as missing. What next?

Ask in writing for the missing-file report, the FIR if any, and the file-reconstruction order. The Information Commission has held that loss of records does not extinguish the right; reconstruction is the remedy.

Can I file an RTI for the pension records of a deceased family member?

If you are the legal heir or pension nominee, you may seek information necessary for receiving family pension. Provide proof of relationship. Records that go beyond what is necessary will be examined under Section 8(1)(j).

Related

- Guide for RTI applicants
- All sample RTI applications
- AI RTI Drafter
- PIO RTI Reply Guide
- FAA guide
- PIO reply after DPDP Rules 2025
- Section 7 deep-dive on time-limits
- Section 19 first appeal procedure

Sources

1. The Right to Information Act, 2005 (Sections 6, 7, 8, 10, 11, 19)
2. The Right to Information (Regulation of Fee and Cost) Rules, 2012
3. The Digital Personal Data Protection Act, 2023, Section 44(3)
4. Department of Pension and Pensioners' Welfare, Office Memoranda on pension sanction time-lines, <https://doppw.gov.in>
5. Central Civil Services (Pension) Rules as applicable
6. Central Information Commission orders on pension delay cases at <https://cic.gov.in>

Last reviewed: 9 May 2026. **Sources verified:** statutory references and portal links cross-checked on 9 May 2026.

applicant, application, pension, rti, sample-rti



Right to Information Wiki

The working reference for India's Right to Information Act, 2005.



<p>Read online</p> <p>https://righttoinformation.wiki/guide/applicant/application/sample/pension</p>	<p>Main website</p> <p>https://righttoinformation.wiki/</p>	<p>Last updated</p> <p>2026/06/03 17:01</p>
--	---	--