

RTI Application for Ration Card Delay



RTI Wiki
Right to Information, India

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#RTI #RightToInformation #RTIAct2005 #India #DPDP2025
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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.

To The Public Information Officer
District Civil Supply Office
.....(Full address)
PIN Code.....

Sub: Request for information under Section-6(1) read with proviso below Section-7(1) of RTI Act.

Sir,

Please supply me the following information under **Life or Liberty** proviso in respect of Ration Card Application details mentioned below:

Details of Ration Card Application:

NFS Application ID/Online Citizen ID No.
Date of Application :
Name of Family Head:
Full address :

Particulars of information required:

[1] certified copy of the note sheet indicating notings by various officials and decision of competent authority on my application dated submitted to for issue of Ration Card for my family consisting myself, my wife, children.

[2] In case no action is taken till today, please inform me the name, designation and office address of the officer(s) responsible to take action and issue Ration Card in response to the application referred in sr.no.(1) above.

[3] Certified copy of the rules/regulations/circulars/policy/notifications/ government resolution or any such document including the Citizen Charter which stipulates the time limit within which an application for issuance of Ration Card shall be required to be decided by the authority concerned.

[4] In case the Ration Card is sanctioned and endorsed to a Ration Shop, please inform me the Name and address of the Ration Shop including its registration No/Licence No., where I am able to get the Ration Card and able to draw Ration periodically.

I am attaching Application Fee Rs.10/- by way of##

Please note that as per Central Information Commission decision dated 24/03/14 (Kausalya Vs Food & Supply Dept, GNCTD, file No. CIC/AD/A/2012/ 003135-SA & Ors) information about ration card is held to be information' relating to life OR liberty as enumerated in proviso below section-7(1), and hence, **information shall be supplied within forty eight hours.**

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)

For guidance in writing and submitting RTI Applications, please refer to:How to Fill RTI Application Form

Related

- [Guide for applicants.](#) The procedure, fee, and appeal path.
- [Template: first RTI application.](#) A general-purpose first-application format.
- [Template: first appeal.](#) For drafting an appeal under Section 19(1).
- [PIO reply after DPDP Rules, 2025.](#) On how a Public Information Officer is to reply when

personal information is involved.

- All sample RTI applications. The full index.

Sources

1. The Right to Information Act, 2005, Sections 6, 7, 8, 10, 11, and 19.
2. The Right to Information (Regulation of Fee and Cost) Rules, 2005, Central Government.
3. The Digital Personal Data Protection Act, 2023, Section 44(3).

Last reviewed on

19 April 2026

applicant, application, ration-card-delay, rti, sample-rti



Right to Information Wiki

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



Read online

<https://righttoinformation.wiki/guide/applicant/application/sample/ration-card-delay>

Main website

<https://righttoinformation.wiki/>

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