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SampleRTI

You may have occasion to refer important public issues or personal grievances to Hon'ble Member of Parliaments for their intervention. They rightly raise such issues to the concerned public authority for suitable action and reporting feedback to concerned citizen directly. If you don't get any feedback from the public authority within a reasonable period, say one month or so, you can file RTI Application with the CPIO or SPIO of the concerned public authority as per following sample and get information. There are other issues pertaining to your elected representatives, on which you can seek information from concerned public authorities - [Member of Parliament](#)

To

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

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

Sir,

Please supply me the following information regarding communication(s) received by your public authority from Hon'ble MP Shri. with regard to(subject matter of your issue or memorandum / representation), in respect of Mr(your name).

Subject matter of information: Memorandum / Representation submitted through Hon'ble MP Shri. regarding in respect of

Particulars of information sought:

[1] Certified copy/copies of the communication(s) received by your public authority from Hon'ble MP Shri. with regard to(subject matter of your memorandum), in respect of Mr(your name).

[2] certified copy of note sheet indicating notings by various officials and decision of competent authority with respect to communication referred to above, from Hon'ble MP Shri.....

[3] Certified copy of investigation report or feedback obtained with respect to the issues raised in the memorandum received by your office along with communication / representation referred to above, from Hon'ble MP Shri.....

[4] Certified copy of letter, directions and/or instructions issued to concerned authority / subordinate office as a follow up action based on communication referred to above, from Hon'ble MP Shri.....

[5] In case no action is taken on the communication from Hon'ble MP, please inform me the name of officer(s) and staff responsible, but failed to take action with respect to

communication referred to above, from Hon'ble MP Shri.....

[6] Certified copy of the reply communication sent by your Public Authority to the Hon'ble MP, Shri. with respect to the issues raised in the memorandum received by your office along with communication / representation referred to above, from Hon'ble MP Sh.....

[6] Certified copy of your rules or citizens charter or any other document stipulating the time frame in number of days by which such issues should have been dealt with and resolved by your public authority.

I am attaching Rs.10/- by way of with this application towards RTI application fee.

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

Yours faithfully,

Signature

Name

Full Address

Pin Code:

Date:

There is no application format for Central Public Authorities. For Application Format of respective State as applicable to the public authority and mode of payment of RTI Fee, please refer to [Centre/State RTI Rules](#)]

{{(rater>id=1|name=Issues referred by MP|type=rate)}}

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Last update: **2016/05/22 12:14**

