To ***BY SPEED POST***

The Public Information Officer

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

Sir,

Please supply me the following information with respect to my complaint detailed below:

**Details of complaint:**

Name of Govt Office :

Date of Complaint :

Complaint Number :

Subject of Complaint :

**Particulars of Information sought:**

[1] certified copy of note sheet indicating notings by various officials and decision of competent authority on my complaint/grievance dated ……….. regarding …………

[2] Certified copy of investigation report or feedback obtained with respect to the grievances raised in my complaint dated ……………

[3] Certified copy of letter, directions and/or instructions issued to concerned authority / subordinate office as a follow up action based on my complaint dated ………

[4] In case no action is taken on my complaint dated ………., please inform me the name of officer(s) and staff responsible, but failed to take action on my complaint dated …………

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

I am affixing Rs.10/- Court Fee Stamp on this application towards RTI application fee ***OR*** I am attaching IPO for Rs.10/- payable to the Accounts Officer, …………. payable at ……….. towards RTI Application Fee. [ Check Application Format and mode of payment of RTI Application Fee from [State RTI Rules](http://www.rtiindia.org/guide/centrestate-rti-rules-and-fees-3/) as applicable to the public authority ]

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

Yours faithfully,

Signature
Name ………………
Address ……………

Date: