

Form 'A'

Form of application for seeking information
[See rule (3)]

I. D. No. _____
(For official use)

To

The Incharge of the Office,
.....
.....

1. Name of the Applicant :
2. Address :
3. Particulars of information :
Concerned department :
Particulars of information required :-
(i) Details of information required :
(ii) Period for which information asked for :
(iii) Other relevant details :
4. I state that the information sought does not fall within the restrictions contained in Section 6 & 8 of the Act and to the best of my knowledge it pertains to your office.
5. A fee of Rs. _____ has been deposited in the office of the Authourized person vide No. _____ dated _____

Place :

Dated :

Signature of the Applicant
E-mail address, if any
Tel. No. (Office) _____
(Residence) _____

Note :-(i) Reasonable assistance can be provided by the Incharge of the Office in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respects and there is no ambiguity in providing of details of information required.

Acknowledgement of Application in Form-'A'

I. D. No. _____

Dated : _____

1. Received an application in Form A from Shri/Smt. _____ Resident of _____ under Section 5 of the Act, along with prescribed fee.
2. The information will be provided normally within 15 days and in any case within 30 days from the date of receipt of application and in case it is found that the information asked for can not be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on _____ between 11 A. M. to 1. P. M.
4. In case the applicant fails to turn up on the schedule date(s), the Incharge of the Office shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.

Signature and Stamp of the
Incharge of the Office
E-mail address :
Web-site :
Tel. No. _____

Dated : _____

Form 'B'

Rejection Order
[See rule 4 (1)]

Form _____

No. F. _____

Date : _____

To,

_____,
_____,
_____,
_____.

Sir/Madam,

Please refer to your application, I. D. No. _____

Dated _____ addressed to the undersigned regarding supply of information on _____.

2. The information asked for cannot be supplied due to following reasons :-

(i)

(ii)

3. As per Section 9 of J&K Right to Information Act, 2004, you may file an appeal to the Controlling Officer, _____ within 30 days of the issue of this order.

Incharge of the Office
E-mail Address :
Web-site :
Tel. No.

Form 'C'

Form of supply of information to the applicant.
[See rule 4 (2)]

Form _____
No. F. _____ Date : _____

To,
_____,
_____,
_____,
_____.

Sir/Madam,

Please refer to your application, I. D. No. _____ Dated
_____ addressed to the undersigned regarding supply of
information on _____.

2. The information asked for is enclosed for reference.* Or
The following part information is being enclosed. *
The remaining information about the other aspects cannot be
supplied due to following reason- *

- (i)
- (ii)
- (iii)

3. You have to deposit the balance fee of Rs. _____ with the
Authorized person before collection of information.

4. As per Section 9 of J&K Right to Information Act, 2004, you may
file an appeal to the Controlling Officer _____, within 30
days of the issue of this order. *

Incharge of Office.
E-mail address :
Web-site :
Tel. No. _____

* Strike out if not applicable.

Form 'D'

Appeal under Section 9(1) of the J&K Right to Information Act, 2004
[See rule 6(1)]

I. D. No. _____
(For official use)

To,

The Controlling Officer,
J&K,

1. Name of the appellant :
2. Address :
3. Particulars of the Incharge of Office :
 - (a) Name :
 - (b) Address :
4. Date of submission of application in Form-A :
5. Date on which 30 days from submission of Form A is over :
6. Reasons for appeal :
 - (a) No response received in Form B, or C within 30 days of submission of Form A [Rule 6 (a)]
 - (b) Aggrieved by the response received within prescribed period [Rule 6 (b)]
(A copy of the reply receipt be attached)
 - (c) Grounds for appeal.
7. Last date for filing the appeal. [Please see Rule 6 (1)] :
8. Particulars of Information--
 - (i) Information requested :
 - (ii) Subject :
 - (iii) Period :

9. A fee of Rs. _____ for appeal is enclosed.

Place :

Date :

Signature of Appellant
E-mail address, if any
Tel. No.(Office) _____
(Residence) _____

.....Cut from here

Acknowledgement

I. D. No. _____

Dated :

Received Appeal application from Shri _____
resident of _____ under Section 6(2) of the J&K
Right to Information Act, 2004.

Signature of the Receipt Clerk,
Office of the Controlling Officer.

Tel. No. _____
E-mail Address _____
Web-site _____