

FORM -A
Form of application for seeking information
(See rule 3)

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

To
The authorized person.

1. Name of the Applicant
2. Address
3. Particulars of information-
 - (a) Concerned department
 - (b) Particulars of information required
 - (i) Details of information required
 - (ii) Period for which information asked for
 - (iii) Other details
4. I state that the information sought does not fall within the restrictions contained in Section 6 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 authorized person vide No. dated.....

Place Signature of Applicant
Date E-mail address, if any, :
Telephone No. (Office) .
(Residence).

Note.

- (i) Reasonable assistance can be provided by authorized person in filling up the Form A.
- (ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

FORM B

Acknowledgment of Application in Form A

I. D. No .

Dated

1. Received an application in Form A from Shri/Ms. resident of under Section _____ of the Right to Information Act, 2005.
2. The information is proposed to be given normally within fifteen days and in case within thirty days from the date of receipt of application and in case it is found that the information asked for cannot 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 scheduled date(s), the authorized person 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.
6. The applicant may also consult Web-site of the department from time to time to ascertain the status of his application.

Signature & Stamp of the
Authorized Person

E -mail

Web-site

Telephone No.

Dated

FORM C
Outside the Jurisdiction of the
authorized person

[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 requested information does not fall within the
Jurisdiction of this authorized person and, therefore,
your application is being returned herewith.
- 3 You are requested to apply to the concerned
authorized person.

Yours faithfully,

Authorized Person
E-mail address
Web-site
Telephone No.

FORM D
Rejection Order

[rule 4(2)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 19 of the Right to Information Act, 2005, you may file an appeal to the Appellate Authority within thirty days of the issue of this order.

Yours faithfully,

Authorized Person
E-mail address
Web-site
Telephone No.

FORM E
Form of Supply of information to the applicant
[rule 4(3)]

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 partly information is being enclosed.*

- (i)
- (ii)

The remaining information about the other aspects cannot be supplied due to following reasons:_*

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

3. The requested information does not fall within the jurisdiction of this authorised person.*

4. As per Section 19 of the Right to Information Act, 2005, you may file an appeal to the Appellate Authority within thirty days of the issue of this order.*

Yours faithfully,

Authorised Person
E-mail address
Web-site
Telephone No.

* Strike out if not applicable.

FORM F
Appeal under Section 19 of the Right to Information
Act, 2005
[rule 5(1)]

I . D . No
(For official use)

To
Appellate Authority
Address:

- 1 Name of the Applicant
- 2 Address
- 3 Particulars of the authorised person
 - (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 thirty days of submission of Form A [5(1) (a)]
 - (b) Aggrieved by the response received within prescribed period [5(1) (b)] [Copy of the reply receipt be attached]
 - (c) Grounds for appeal
- 7 Last date for filing the appeal. [See Rule 5(3)]
- 8 Particulars of Information—
 - (i) Information requested
 - (ii) Subject
 - (iii) Period
- 9 A fee of Rs.50/- for appeal has been deposited with the authority vide Receipt No. _____ dated _____]

Place

Signature of Appellant

Date

E-mail Address, if any:
Telephone No. (Office)
(Residence)
Acknowledgement

I.D. No Dated

2[] Deleted vide High Court Notification No.C.3001/2005, dated 09.11.2006

Received an Appeal application from Shri/Ms.
resident of _____ under Section 19 of the Right
to Information Act, 2005

Signature of Receipt Clerk,
Appellate Authority
Telephone No.
E-Mail Address
Web Site

HIGH COURT OF GUJARAT, |
SOLA, AHMEDABAD 380 060. |

DATE : OCTOBER 11,2005. |

Sd/-
Registrar
(INFRASTRUCTURE AND I.T.)