

**Form – 1**

[See rule 4(1)]

**Application form under Right to Information Act, 2009**

I.D. NO. \_\_\_\_\_ (For official use)

Date: \_\_\_\_\_

To

The Public Information Officer,  
 \_\_\_\_\_ Department

Subject:-Request for Information under J&amp;K Right to Information Act, 2009.

- 
1. Name of the Applicant :
  2. Address :
  3. Particulars of the Information :
    - a. Department :
    - b. Information required :

4. I State that the information sought does not fall within restrictions contained in section 8 and 9 of the Act and to the best of my knowledge it pertains to your Department.
5. A fee of Rs. 50/- (Rupees Fifty only) towards Application Fee has been paid in the form of Non-Judicial Stamp Paper/Demand Draft/Chaque/Postal Order/Treasury Receipt etc.
6. Further, I also undertake to pay any additional fees/charges (if applicable) as prescribed under the Right to Information Act and or relevant Rules.

(Signature of the Applicant):

Telephone No:

Fax No:

Email Address:

- .....
1. No fee is required to be paid if application written on Non-Judicial Stamp paper of Rs. 50/-.
  2. No fee shall be charged from person living below poverty line for information under rule 6 and rule 7.
  3. The fee shall be deposited in the Government Treasury under "Major Head: 0070 – other Administrative Services"

**Form – 2**

[See rule 4(4)]

**Acknowledgment of Application**

I.D. NO. \_\_\_\_\_

Dated. \_\_\_\_\_

1. Received an application in 'Form-1' from Shri/Smt. \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ resident of \_\_\_\_\_ under section 6 of the Jammu and Kashmir Right to Information Act, 2009 alongwith the prescribed fee of Rs. \_\_\_\_\_.
2. The information will be provided normally within 30 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 shall have to deposit the balance fee, if any, which shall be intimated in due course, with the authorized person before collection of information.

**Public Information Officer (PIO)/  
Assistant Public Information Officer (APIO)**  
\_\_\_\_\_ Department.  
**Telephone No:** \_\_\_\_\_  
**Email:**

Dated: \_\_\_\_\_

**Form-3**  
(See rule 8)

**Form of supply of information to the applicant**

No. \_\_\_\_\_

Dated. \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Please refer to your application, I. D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_.

1. The information asked for is enclosed for reference/ the following part information is being enclosed.

\_\_\_\_\_

The remaining information about other aspects cannot be supplied due to following reason:-

- i.
  - ii.
  - iii.
2. You have to deposit the balance fee of Rs. \_\_\_\_\_ with the authorized person before collection of information.
  3. As per section 16(1) of the Jammu and Kashmir Right to Information Act, 2009, you may file an appeal to the first appellate authority i.e. \_\_\_\_\_, within 30 days of the issue of this order.

**Public Information Officer (PIO)**  
\_\_\_\_\_  
**Department.**  
**Telephone No:** \_\_\_\_\_  
**Email:**

**Form – 4**  
**(See rule 8)**  
**Rejection Order**

No. \_\_\_\_\_

Dated. \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Please refer to your application, I. D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_.

1. The information asked for cannot be supplied due to following reason:-
  - i.
  - ii.
  - iii.
2. As per section 16 (1) of the Jammu and Kashmir Right to Information Act, 2009, you may file an appeal to the first appellate authority, \_\_\_\_\_ within 30 days of the issue of this order.

**Public Information Officer (PIO)**  
\_\_\_\_\_  
**Department.**  
**Telephone No:** \_\_\_\_\_  
**Email:**

**Form – 5**  
[See rule 20(1)]

**First appeal under the J&K Right to Information Act, 2009**

I.D. No. \_\_\_\_\_  
(for official use)

To

The first appellate authority,  
\_\_\_\_\_ Department.

1. Name of the applicant:
2. Address:
3. Particulars of the Incharge of Office:
  - a. Name:
  - b. Address:
4. Date of submission of application in Form – 1.
5. Date on which 30 days from submission of Form -1 is over:
6. Reasons for appeal:
  - a. No response received in Form-3, or Form-4 within 30 days of submission of Form-1
  - b. Aggrieved by the response received within prescribed period.  
(a copy of the reply received be attached)
  - c. Grounds for appeal.
7. Last dated for filling the appeal.
8. Particulars of Information required:-

Place:

Dated:

Signature of the applicant  
Email address, if any  
Tele No. \_\_\_\_\_

..... Cut from here.....

Acknowledgement

I.D. No. \_\_\_\_\_

Dated \_\_\_\_\_

Received appeal application from Shri \_\_\_\_\_ resident of \_\_\_\_\_ under J&K Right to Information Act, 2009.

Signature of the Receipt Clerk,  
Office of the first appellate authority  
\_\_\_\_\_ Department,

Tel. No. \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website. \_\_\_\_\_