

FORM OF APPLICATION FOR SEEKING INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005

I.D. No
(For official use)

To

The Public Information Officer,

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.....
.....

- 1. Name of the Applicant :
- 2. Address of the applicant :

- 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. A fee of Rs.10/- (Rupees ten only) has been deposited in the Office of the Public Information Officer vide receipt No..... dated

Place :

Date :

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

Note:- Reasonable assistance can be provided by the Public Information Officer in filling up the Form -1

ACKNOWLEDGEMENT

I.D.No.....

Dated

Received an application in Form -1 from Thiru / Tmt.
Resident of
..... under section 6(1) of the Right to Information Act, 2005.

2. The Information is proposed to be given 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 is advised to contact the undersigned on Between 10.00 AM to 12.00 Noon.

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
Public Information Officer**
E-mail address : hri.pon@nic.in
Website :
Telephone No. 0413-2336098

Dated :

FORM – 2
REJECTION ORDER UNDER THE RIGHT TO INFORMATION ACT, 2015

No.

Dated

From

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.....
.....

To

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.....
.....

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 the following reasons:

- (i)
- (ii)

3. As per section 19 of Right to Information Act, 2005, you may file an appeal to the First Appellate Authority of this Department /Undertaking/Public Authority, within 30 days of the issue of this order whose particulars are given below :-

Thiru B. Thillaivel,
Commissioner –cum- First Appellate Authority,
Department of Hindu Religious Institutions and wakf,
No.25, Law De Louristan Street,
Puducherry 605 001.

Yours faithfully

PUBLIC INFORMATION OFFICER
Email Address : hri.pon@nic.in
Telephone No. 0413- 2336098
Website:

FORM -3

**FORM OF SUPPLY OF INFORMATION TO THE APPLICANT UNDER THE RIGHT TO
INFORMATION ACT, 2005**

No.

Dated

From

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.....
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To

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.....

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 the following reasons:-

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

3. As per section 19 of the Right to Information Act, 2005, you may file an appeal to the First Appellate Authority of the Department /Undertaking /Public Authority, within 30 days of the issue of this order, whose particulars are given below:-

**Thiru B. Thillaivel,
Commissioner –cum- First Appellate Authority,
Department of Hindu Religious Institutions and wakf,
No.25, Law De Louristan Street,
Puducherry 605 001.**

Yours faithfully

PUBLIC INFORMATION OFFICER
Email Address : hri.pon@nic.in
Telephone No. 0413- 2336098
Website:

FORM – 4

FIRST APPEAL UNDER SECTION 19 OF THE RIGHT TO INFORMATION ACT, 2005

I.D.No. :
(For Official use)

Name of the First Appellate Authority :
Designation of the First Appellate Authority :
Address of the First Appellate Authority :

1. Name of the applicant		
2. Address		
3. Particulars of the PIO against whose order appeal is preferred	(a) Name (b) Address	
4. Date of submission of application (please attach a copy)		
6. Brief facts leading to appeal	(a) No response received within 30 days of submission of Form -1	
	(b) Aggrieved by the response received within the prescribed period (a copy of the order received be attached)	
	Grounds for appeal	
(c) Prayer or relief sought		
8. Last date for filing the appeal		
9. If appeal is being filed after 30 days, the reasons which prevented from filing appeal in time		
10. Copies of documents relied upon by the applicant		

A fee of Rs.50/- (Rupees fifty only) has been deposited in the Office of the First Appellate Authority vide receipt No. Dated

Place :
Dated :

Signature of the Appellant
Email address, if any
Phone : Office :
Residence :

**ACKNOWLEDGEMENT OF FIRST APPEAL IN FORM – 4 UNDER THE RIGHT TO
INFORMATION ACT, 2005**

I.D.No.

Dated

Received First Appeal application from Thiru resident
of
under section 19 of the Right to Information Act, 2005.

Signature of the Receipt Clerk

Office of the First Appellate Authority

Telephone No. : 0413-2336098

E-mail Address : hri.pon@nic.in

Website :

FORM – 5

SECOND APPEAL UNDER SECTION 19 OF THE RIGHT TO INFORMATION ACT, 2005

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

Name of the second appellate authority :
 Designation of the second appellate authority :
 Address of the second appellate authority :

1. Name of the applicant		
2. Address		
3. Particulars of the First Appellate Authority against whose order appeal is preferred	(c) Name (d) Address	
4. Date of submission of application to PIO and first appeal application (please attach a copy)		
7. Brief facts leading to appeal	No response received within 45 days of submission of Form -4	
	Aggrieved by the response received within the prescribed period (a copy of the order received from PIO and first appellate authority to be enclosed)	
	Grounds for appeal.....	
(d) Prayer or relief sought		
8. Last date for filing the appeal		
9. If appeal is being filed after 90 days, the reasons which prevented from filing appeal in time	
10. Copies of documents relied upon by the applicant		

A fee of Rs.100/- (Rupees fifty only) has been deposited in the Office of the First Appellate Authority vide receipt No. Dated

Place :
Date :

Signature of the Appellant
 E-mail address, if any
 Phone No. (Office) (Res)

ACKNOWLEDGEMENT

I.D.No.

Dated

Received second appeal application from Shir Resident of
..... under section
19 of Right to Information Act, 2005.

Signature of the Receipt Clerk

Office of the second appellate authority

Tel. No.:

E-Mail :

Website: