

# RTI Application for inspection of Records

Date:.....

To  
Public Information Officer  
O/o.....:

.....  
.....

From:  
.....  
.....  
.....

Sir / Madam,

**Subject:** Application under the RTI Act, 2005

Section 2(j)(i) of the Right to Information Act, 2005 gives a right to every citizen to inspect records, documents, work. I wish to inspect the following records. Please let me know the date, time and venue when I should come to inspect this work.

These records should be made available to me for inspection when I come for inspection.

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

Inspection of entire files, records, documents and “note files” with regard to the above. During inspection, I will select certain pages for which I will request certified copies on payment of the prescribed charges. I am also willing to pay any additional charges which the PIO is going to charge me, provided the PIO informs me the detailed calculation of the charges along with a reasoned order, as per Sec 7(3) of the RTI Act 2005.

I am depositing the application fee (Rs.10/-) in the form of Cash/Court fee stamp/ IPO/ DD/Banker's Cheque. If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005 and also as per the provisions of the RTI Act, 2005, please provide the details (Name and Designation) of the first appellate authority w.r.t your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Signature:

Name: