

FORM 'A'
FORM OF APPLICATION FOR SEEKING INFORMATION
See Rule 5 (1)

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

To

The State Public Information Officer,

1. Name of Applicant :
 2. Father's name :
 3. Permanent Address :
 4. Temporary Address :
 5. Whether a citizen of India :
(Please enclose your certified copy of either Sikkim Subject Certificate, Certificate of Identification, Electoral Roll or Passport as proof.)
 6. Whether affiliated to any :
(NGO, Social Organization, Association, Political Organization, etc. If so, the particulars of NGO, Organization, Association, Political Organization.)
 7. Concerned Department :
- Particulars of information –
- (i) Details of information required (please be specific by giving details)
 - (ii) Period of which information is asked for,
 - (iii) The Geographical area to which the Information relates (with specific details)
 - (iv) Other details
8. I state that the information sought does not fall within the restriction contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.
 9. A fee of Rs. _____ has been deposited in the office of the Competent Authority vide No. _____ dated _____

Place:

Date:

Signature of the Applicant

Tel. No. (Office) _____

(Residence) _____

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

FORM 'B'
ACKNOWLEDGEMENT OF APPLICATION
See Rule 5 (1)

I.D. No. _____

Date: _____

1. Received an application in Form A from Shri/Ms _____ resident of _____ under Section 5 (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 11 A.M. to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority 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.

Dated _____

Signature and Stamp of the State
Public Information Officer.

Address: _____

FORM 'C'
REJECTION ORDER
See Rule 5 (1) (3)

From _____

No. _____

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(1) of Right to Information Act, 2005, you may file an appeal to the Law Secretary, Government of Sikkim, within 30 days of the issue of this order.

Yours faithfully,

State Public Information Officer,
Tel. No. _____

FORM 'D'
FORM OF SUPPLY OF INFORMATION TO THE APPLICANT
See Rule 5 (1) (D)

From _____

No. _____

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.*
(i)
(ii)

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

- (i)
(ii)
(iii)

3. The requested information does not fall within the jurisdiction of this Competent Authority.
4. As per Section 19 (1) of Right to Information Act, 2005, you may file an appeal to the Law Secretary, Government of Sikkim, within 30 days from the date of issue of this order.

Yours faithfully,

State Public Information Officer.

Address: _____

Tel. No. : _____

ANNEXURE 'E'
See Rule 12

Appeal under Section 19 (1) of the Right to Information Act, 2005

From: _____
(Applicant's name and address)

To

(Name/designation/address of the appellate authority)

1. Full name of the Appellant.
2. Address:
3. Particulars of the State
Public Information Officer.
4. Date of receipt of the order
Appealed against (if order passed)
5. Last date for filling the appeal:
6. The ground for appeal
7. Particulars of information
 - (i) Nature and subject matter
of the information required.
 - (ii) Name of the Office or Department to which the following information relates.

Place:

Date:

Signature of Appellant

Enclosed Bank B.R. No. _____ dated _____ for Rs.50/-

ANNEXURE 'F'
See Rule 14.

Appeal under section 19 (3) of the Right to Information Act, 2005

From:

(Appellant's name and address)

To

(Name/designation/address of the appellate authority)

1. Full name of the Appellant :
2. Address :
3. Particulars of the State Public Information Officer :
4. Particulars of the First Appellant Authority :
5. Date of receipt of the order appealed against :
6. Last date for filing the appeal :
7. The grounds for appeal. :
8. Particulars of information. :
 - (i) Nature and subject matter of the Information required :
 - (ii) Name of the Office or Department to which the Information relates :

Place:

Date:

Signature of Appellant

Enclosed Bank B.R. No. _____ dated _____ for Rs. 100/-