

SAMPLE DRAFT OF R.T.I

SAMPLE DRAFT OF RTI TO GET INFORMATION FROM POLICE CONTROL ROOM (CALL MADE TO 100)

The Public Information Officer,
Police Station Address,

Name of the applicant: _____-S/o _____-

Residence address: _____-Mobile No: _____

Details of payment of filing fees: Initial fee of Rs. 10/- by way of Postal Order of Rs 10/- bearing serial number “_____” has been enclosed along with the application as prescribed under Right to Information Act /Rules 2005. Undersigned is ready to pay processing fee (if any) required to furnish said information.

Particulars of information required under RTI Act 2005 are as follows:

- 1) Conversation in audio and textual form, when calls were made to Police Control Room on 100, from no (no of applicant) on so and so dates.
- 2) Action taken after each such call.
- 3) If no action was taken, then reasons for such inaction.
- 4) Action taken on erring police personnel for not taking any action by superior officer.

Further it is requested that the applicant (a citizen of India) would like to receive the above said information by post on the address mentioned below, within 30days (thirty days). As prescribed under the Right of Information rule /Act.

Thanking you,

Yours truly,

XXXXXXXX

SAMPLE DRAFT FOR OBTAINING INFORMATION FROM PRIVATE COMPANIES THORUGH RTI

TO

Public Information Officer,

Address line 1

Address line 2

City, State.

1. Name of the Applicant :

2. Address with the phone number :

3. Particulars of the information required:

Please provide information as per below list related to M/S XXX Ltd. (BSE Code : XXX, Company CIN: AXXXXXXXXXXXX) having registered office at ADDRESS by obtaining information from the said entity under section 2(f) of RTI Act 2005, which is reproduced here under for your kind reference :

Section 2(f) “information” means any material in any form, including records documents, memos, emails , opinions, advices, press releases , circulars , orders logbooks, contracts, reports , papers, samples, models, dates , material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force ;

Please provide the following details of XXXXX S/O YYYY, who is working as DESIGNATION in DEPARTMENT of XXX Ltd., ADDRESS and residing at ADDRESS , with relevant documents copy.

1. Date of joining on the services with XXXX Ltd.
2. Pay scale details with break up.
3. Details of promotion and departmental enquiries on him, if any.
4. Details of his official visits to Chennai from Aug 2005 to March 2009 , with dates and purpose of the visit.
5. Total amount paid to hi as travel expenses, boarding expenses and incidental expenses during the period from — to —
6. Number of leaves he had taken during the period from — to —, with dates.

7. Details of payment of application fee;
Non judicial court fee stamp o Rs. 10/- is affixed herein as fee.

**SAMPLE DRAFT FOR GETTING DETAILS OF WIFE FROM SCHOOL
(GOVERNMENT or PRIVATE) THROUGH RTI**

To,
Assistant Secretary & C.P.I.O,
CBSE, Regional office,

Subject: Information solicited under Right to Information Act 2005 about teachers working with XYZ School, ABC CITY

Dear Sir/Madam,

It is respectfully stated that XYZ School is affiliated with CENTRAL BOARD OF SECONDARY EDUCATION.

Under the provisions of RTI Act 2005, please furnish the following information by way of certified/ attested copies, wherever relevant in the following format about the teaching, inspection official (i.e. accountant, clerk etc.) staff of junior, middle, higher and senior wing working in said school (CBSE).

Serial no, branch name, name, father/husband name, job(official/Teacher).
Subjects teaching in case of teacher, Classes taking i.e. nursery or class 7,
Qualification, in hand salary drawn working since (month/year) whether job is temporary or permanent (prepare in excel format).

The desired information required year wise from 2007 till date on separate sheet.

Details of payment of filling fees: Initial fee of Rs.10/- in the way of postal order of Rs.10/- bearing serial number ‘ ‘ has been enclosed with application as prescribed under Right To Information rules 2005 and applicant is ready to pay processing fee (if any) required to furnish above said information.

It is submitted that the above information sought does not fall within the exemptions U/S 8 of RTI Act, 2005 and to the best of my knowledge it pertains to your esteemed office in your statutory capacity as PIO u/s 5(1) of RTI Act read with 5(4) and 5(5) of the RTI Act,2005.

Applicant may be supplied information under proactive disclosure under section 4 (1) (b) of RTI Act of your office/department.

Kindly provide me the name & designation of the officer who is providing this information along with details of appellat authority along with name & designation, as there is every apprehension that the information being provided to me will not be relevant and will be misleading.

Further it is requested that the applicant (a citizen of India) would like to receive the above said information by post on the address mentioned below, within 30days (thirty days), as prescribed under the right to information rule/Act.

Thanking you,

Yours truly,

Sign. _____

(Name)

(Address)

(Mobile No.)