

**Forwarding of application/appeal**

Office of \_\_\_\_\_

No. F.

Dated: -

To

The Public Information Officer or  
The First Appellate Authority or  
The Central Information Commission

**RTI**  
**Time Bound**

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

Sub: Forwarding of RTI application/appeal: ID No. \_\_\_\_\_ dated \_\_\_\_\_.

Sir/Madam,

I am to forward herewith an application/appeal in original received on \_\_\_\_\_ from the following applicant under Section 5(2) of the Right to Information Act, 2005, for further necessary action.

Name:

Address:

2. *The applicant has deposited a fee of Rs. 10/- vide cash receipt number \_\_\_\_\_ dated \_\_\_\_\_ in this office.*

**Or**

The applicant has deposited a fee of Rs. 10/- vide Banker Cheque/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank which is being sent in original for further necessary action.

3. It is requested that further necessary action in the matter may please be taken at your end.

Yours faithfully,

( \_\_\_\_\_ )  
Assistant Public Information Officer  
Designation

Encl:

1. Application in original
2. Copy of Cash receipt/Demand Draft/Banker Cheque