

Model Format for transfer of application

To

The (Head of Office / Department)
Office of.....
Address.....

Sub : Transfer of application under the Right to Information Act, 2005

Sir/Madam,

The under mentioned application is transferred under Section 6(3) of the Right to Information Act, 2005 to you as the information sought for pertains to your department/ office.

You are requested to take appropriate action under Section 7(1) of the said Act. Your attention is invited to Section 18 of the said Act which provides that the petitioner can approach the Information Commission if no information is furnished to the petitioner within the stipulated date of 30 days.

Yours faithfully

(Head of Office/Department)

Enclo.

(1) Application dated of Sri/Smt
Address of the applicant

(2) Application fees of Rs. 10/- in cash or other admissible instruments.

Copy to :

Applicant's name and address. This has reference to his/her application under RTI Act, 2005
dated

(Head of Office / Department)