

## **Procedure for seeking Information**

Model Application Form seeking Information(*Applicant below Poverty Line*)

To : The P.I.O./Executive Engineer  
Guwahati Division(Irrigation), Ulubari, Guwahati – 7

Sub : Prayer for Information

Ref : RTI Act 2005 No.22 of 2005

Sir,

I have the honour to request you to kindly make available the following information as per RTI Act 2005

Detail of F.O.C. received during 2002-2005 and contractor-wise payment made.  
Phocopies of vouchers may please also be furnished.

It is also brought to your kind notice that I living below the Poverty Line.

Yours faithfully

Sri.....  
Vill/Lane  
P.O.....  
P.S.....  
District

Prescribed Fee Norms are as follows:

Section 6(1)	Rs. 10/- per application
Section 7(1)	Rs. 10/- per application
Section 7(5)	Rs. 10/- per application

Right to Citizen in case of denial of Information & Procedure to Appeal.

Any person who does not receive any decision on his/her request within the Time Limit specified in the Act – min.48 hours and max. 30 days may prefer an appeal to such office who is senior to him(PIO). The appeal must be filed within 30 days from receiving such decisions and the time limit for disposal of the case is 30 days (extendable to 45 days). The person can prefer a 2<sup>nd</sup> appeal within 90 days from such decision with the State Information Commission & enquire into the allegation filed by a person against a PIO on refusing o accept request for information, no response or demanding unreasonable fee, giving incomplete information etc.