

**RTI Application Form  
FORM 'A'  
See Rule 3(1)**

I.D. No.\_\_\_\_\_.  
(For official use)

To

The Central Public Information Officer/  
Assistant Public Information Officer

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- 1. Full Name of the Applicant :-----
- 2. Father Name /Spouse Name :-----
- 3. Permanent Address :-----  
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- 4. Particulars of the Information sought : -
- a) Subject matter of Information (\*) :-----
- b) The period to which information relates(\*\*) :-----
- c) Specific Details of Information required (\*\*\*) :-----

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- d) Whether information is required by Post :-----  
or in person( the actual postal fees shall be :-----  
included in additional fee in providing the information)

- e) In case by Post (ordinary /registered or :-----  
speed post)

- 6) Is this information not made available by :-----  
Public authority under voluntary disclosure?

- 7) Do you agree to pay the required fee? :-----

- 8) Have you deposited application fee? :-----

- 9) Whether belongs to below Poverty Line category :-----  
(If yes, you furnished the proof of the same with application)

Place:

Signature of the Applicant

Date:

(\*) Broad Category of the subject to be indicated ( such as grant of government service matters / Licenses etc.,)

(\*\*) Relevent period for which information is required to be indicated

(\*\*\*) Specific details of the information are required to be indicated.

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FORM "B"

**COFFEE BOARD**

**Acknowledgement**

**Office of the Central Public Information Officer /  
Assistant Public Information Officer**

Received the application form from

Mr/Ms :-----

Address :-----  
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Seeking information on ( Subject to be specified)  
:-----  
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Vide Diary No.....dated.....

Place :

Date:

Full Name of Central Public Information Officer /  
Assistant Public Information Officer

Designation and Seal.