

**FORM 'A'**  
**FORM OF APPLICATION FOR SEEKING INFORMATION**  
**See Rule 5 (1)**

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

To

The State Public Information Officer,

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

1. Name of Applicant :
  2. Father's name :
  3. Permanent Address :
  4. Temporary Address :
  5. Weather a citizen of India :  
(Please enclose your certified copy of either Sikkim Subject Certificate, Certificate of Identification, Electoral Roll or Passport as proof.)
  6. Weather affiliated to any :  
(NGO, Social Organization, Association, Political Organization, etc. If so, the particulars of NGO, Organization, Association, Political Organization.)
  7. Concerned Department :
- Particulars of information –
- (i) Details of information required (please be specific by giving details)
  - (ii) Period of which information is asked for,
  - (iii) The Geographical area to which the Information relates (with specific details)
  - (iv) Other details
8. I state that the information sought does not fall within the restriction contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.
  9. A fee of Rs. \_\_\_\_\_ has been deposited in the office of the Competent Authority vide No. \_\_\_\_\_ dated \_\_\_\_\_

Place:

Date:

Signature of the Applicant

Tel. No. (Office) \_\_\_\_\_

(Residence) \_\_\_\_\_

Note: (i) Please ensure that the Form A is complete in all respects and there is no ambiguity in providing the details of information required

**FORM 'B'**  
**ACKNOWLEDGEMENT OF APPLICATION**  
**See Rule 5 (1)**

I.D. No. \_\_\_\_\_

Date: \_\_\_\_\_

1. Received an application in Form A from Shri/Ms \_\_\_\_\_ resident of \_\_\_\_\_ under Section 5 (1) of the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on \_\_\_\_\_ between 11 A.M. to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.
6. The applicant may also consult Web-site of the department from time to time to ascertain the status of his application.

Dated \_\_\_\_\_

Signature and Stamp of the State  
Public Information Officer.

Address: \_\_\_\_\_

\_\_\_\_\_

**FORM 'C'**  
**REJECTION ORDER**  
**See Rule 5 (1) (3)**

From \_\_\_\_\_

No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Please refer to your application, I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_.

2. The information asked for cannot be supplied due to following reasons:-

(i)

(ii)

3. As per Section 19(1) of Right to Information Act, 2005, you may file an appeal to the Law Secretary, Government of Sikkim, within 30 days of the issue of this order.

Yours faithfully,

State Public Information Officer,  
Tel. No. \_\_\_\_\_

**FORM 'D'**  
**FORM OF SUPPLY OF INFORMATION TO THE APPLICANT**  
**See Rule 5 (1) (D)**

From \_\_\_\_\_

No. \_\_\_\_\_

Date \_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_

Sir/Madam,

Please refer to your application I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_

2. The information asked for is enclosed for reference.\*  
(i)  
(ii)

The requested information about the other aspects cannot be supplied due to following reason:-

- (i)  
(ii)  
(iii)

3. The requested information does not fall within the jurisdiction of this Competent Authority.
4. As per Section 19 (1) of Right to Information Act, 2005, you may file an appeal to the Law Secretary, Government of Sikkim, within 30 days from the date of issue of this order.

Yours faithfully,

State Public Information Officer.

Address: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

**ANNEXURE 'E'**  
**See Rule 12**

**Appeal under Section 19 (1) of the Right to Information Act, 2005**

From: \_\_\_\_\_  
(Applicant's name and address)

To

\_\_\_\_\_  
(Name/designation/address of the appellate authority)

1. Full name of the Appellant.
2. Address:
3. Particulars of the State  
Public Information Officer.
4. Date of receipt of the order  
Appealed against (if order passed)
5. Last date for filling the appeal:
6. The ground for appeal
7. Particulars of information
  - (i) Nature and subject matter  
of the information required.
  - (ii) Name of the Office or Department to which the following information relates.

Place:

Date:

Signature of Appellant

Enclosed Bank B.R. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.50/-

**ANNEXURE 'F'**  
**See Rule 14.**

**Appeal under section 19 (3) of the Right to Information Act, 2005**

From:

\_\_\_\_\_  
(Appellant's name and address)

To

\_\_\_\_\_  
(Name/designation/address of the appellate authority)

1. Full name of the Appellant :
2. Address :
3. Particulars of the State Public Information Officer :
4. Particulars of the First Appellant Authority :
5. Date of receipt of the order appealed against :
6. Last date for filing the appeal :
7. The grounds for appeal. :
8. Particulars of information. :
  - (i) Nature and subject matter of the Information required :
  - (ii) Name of the Office or Department to which the Information relates :

Place:

Date:

Signature of Appellant

Enclosed Bank B.R. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 100/-