

RTI Application Format for Educational Institutions

To,
The Public Information Officer (PIO),
[Name of the Educational Institution],
[Full Address of the Institution].

Subject: Request for Information under Section 6(1) of the RTI Act, 2005

Respected Sir/Madam,

Details of Information Required:

Applicant Details:

Full Name: [Your Name]

Address for Correspondence: [Your Address]

Contact Number: [Your Phone Number – optional but recommended]

Email ID: [Optional]

Proof of Citizenship: Attached self-attested copy of [PHOTO I,D PROOF]

Declaration:

I declare that I am an Indian citizen. I request you to kindly furnish the information at the earliest, within 30 days as stipulated under the RTI Act, 2005.

If the requested information does not fall under your jurisdiction, kindly forward this application to the concerned Public Authority under Section 6(3) of the RTI Act, 2005.

Date:

Place:

Signature: