

**FORMAT OF APPLICATION FOR SEEKING INFORMATION  
UNDER THE RIGHT TO INFORMATION ACT-2005**

Application ID No. : IITR/MS/RTI-  
(For official use)

To

-----  
The Public Information Officer/ Asstt. Public Information Officer,  
Indian Institute of Technology Roorkee

1. Name of the Applicant : \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Particulars of information
  - (a) Concerned Office/Department : \_\_\_\_\_
  - (b)Particulars of information required \_\_\_\_\_
    - (i) Details of information required : \_\_\_\_\_
    - (ii) Period for which information asked for: \_\_\_\_\_
    - (iii) Other details \_\_\_\_\_
4. Format in which information is required:
5. Mode of delivery expected (ordinary post, speed post, by courier, by hand, through internet or e-mail, by fax etc.). Additional fee may be charged to cover the cost of delivery.
6. The information can be furnished within 30 days as prescribed under Section 6 (1)/ the information sought for concerns my life and liberty, therefore the information may be furnished to me within 48 hours (Please delete the inapplicable portion).