

RTI Application Form (Optional)

RTI Form No: _____

The Public Information Officer

Department:

Address:

Subject: Request for information under KP RTI Act 20113.

Dear Sir/Madam,

In accordance with the right of access to information granted to citizens under the Khyber Pakhtunkhwa RTI Act 2013, I would like to request for following information:

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.....
.....

Please send the information to my below address by registered post within the stipulated time mentioned under section 11 of the KP RTI Act, 2013.

Yours faithfully,

Signature

Name

CNIC No.

Phone No./Email

Address

Date:



Acknowledgement Receipt
(To be filled-in by PIO)

Date received _____

RTI Form/Ref No. _____

Short description of the information sought: _____

Expected Date of delivery of requested information _____

Receiving Officer : _____ Signature: _____

Guidelines for Applicants

(Read carefully before filling an RTI request)

1. It is your fundamental right to access information from public bodies under Article 19-A of the Constitution as well as under the KP Right to Information Act 2013.
2. This form is optional. You can also submit a Right to Information (RTI) application on a plain paper by describing the information that you need and by providing your contact details.
3. It is a duty of the Public Information Officer (PIO) to assist you in writing your application if you are illiterate or disable or you find it difficult to describe in sufficient detail the information that you need.
4. The RTI application should be submitted to the Public Information Officer (PIO) of the public body from which you need the required information. For the name and contact details of the concerned PIO, please visit the website of relevant public body or of the KPIC website (www.kprti.gov.pk) or contact the public body personally or through phone.
5. If you submit your application personally, you must insist on getting a signed and dated acknowledgement from the concerned PIO. You may also submit your application through a registered mail or any other means as may be prescribed. The PIO shall acknowledge the receipt of application in the same manner it is received.
6. You are not required to pay any fee for submitting the application. However, after your application has been accepted, the PIO may ask you to pay actual charges of reproduction of information, as per the Schedule of Costs notified by the KP Information Commission on their website (www.kprti.gov.pk).
7. If your application is in accordance with the law, you should get the requested information within 10 or maximum 20 working days.
8. You are entitled to get certified copies of requested information.
9. In case of rejection of your application, it is a responsibility of the PIO to explain the reasons to you in writing referring to the section of the Act relied upon for such refusal.
10. If your application is rejected or if you do not get the requested information within the prescribed time duration or if you have another complaint in respect of the processing of your application, you can directly submit a complaint to the KP Information Commission.
11. It is a responsibility of the PIO to explain how you can submit a complaint to the Commission.