

Application ID No: VS.....



Form "A"
Application Form for Information under the RTI Act
(DELHI DEVELOPMENT AUTHORITY)

P.I.O. _____
DEPTT. _____

1. Name of Applicant: _____

Address for Correspondence: _____

_____ PIN CODE _____

2. A) Information Required : _____
(whether on policy, general guidelines etc Please give details) _____

B) OR if relating to a property please indicate
File number and property details: _____

3. Whether applicant is owner of the property or GPA holder or has any other interest
in obtaining the Information. (Please tick ✓)

A)

Owner of the property

GPA Holder

Others (Please Specify)

- B) Details of information required and whether desired information pertain to another party or property of which the applicant is not an owner or legal heir

4. Please enclose the receipt of Bank Draft/ Banker's Cheque/ Cash vide which the fee has been deposited – also indicate its no _____ and dated _____.

(Name and Signature of the Applicant)

E-mail address: _____

Tel.No. (Office): _____

Presented on date _____

(Res.): _____

Procedure :-

- (1) Prescribed Fee and Cost for obtaining information under sub-section (1) of Section 6 is Rs.10/-
- (2) For information under sub-section (1) of Section 7, the following rates are chargeable:
 - i. Rs. 2 for each page (in A-4 or A-3 size paper) created or copied;
 - ii. For inspection of records, no fee for the first hour; and a fee of Rs.5 for each fifteen minutes (or fraction thereof) thereafter.
- (3) For providing information under sub-section (5) of Section 7, the following rates are chargeable:
 - i) For information provided in diskette or floppy Rs.50 per diskette or floppy; and
 - ii) For information provided in printed form at the price fixed for such publication or Rs.2 per page of the photocopy for extracts from the publication.
- (4) The fee should be deposited in cash/ DD / Bankers Cheque with the Accounts Officer of the of concerned PIOs / offices from where the information is proposed to be obtained viz., Vikas Sadan, Vikas Minar, Khel Gaon, Dwarka, Rohini, Vasant Kunj, Narela etc. Addresses of these offices are given in the enclosed form.
- (5) Kindly fill up the form either in English or Hindi.
- (6) All columns should be filled up completely.
- (7) DDA shall send the information at the address as given by the applicant. Return of letter due to incomplete/ incorrect address shall not be the responsibility of the DDA.

Name & Designation
of the PIO _____

Application I.D. No. _____

Acknowledgement of Application in Form A

1. Received an application in Form A from Shri/ Ms _____ resident of _____ under section 6(1)/ 7(1)/ 7(5) of the Right to Information Act, 2005.
2. The reply as per provision of RTI Act will be sent at the address.

(Signature of the Receiving Official) _____

Dated: _____