

**ACKNOWLEDGEMENT OF APPLICATION IN FORM – A**

I.D. No.....

Dated.....

1. Received an application in Form – A from Shri/Ms..... resident of .....under Section 5(1) of the Delhi Right to Information Act, 2001.

2. The information is proposed to be given normally within 15 days and in any case 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 application 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.

*Signature and Stamp of the  
Competent Authority*

e-mail address :.....

Web-site :.....

Tel. No. :.....

Dated :.....