

REGISTER FOR REQUISITION OF INFORMATION INCLUDING SAMPLES, MODEL ETC.  
(Under the Provisions of the RTI Act, 2005)

Name of the Public Authority :

Name of the Office of SPIO :

Name of the SPIO :

Name of the ASPIO :

Sl. No.	Date of application requesting information	Description of the information to be furnished	Date on which the requisition is sent to the custodian for transmission	Name of the custodian of information	Date with signature of the custodian receiving the requisition
1	2	3	4	5	6

Date by which the information to be sent to the SPIO / ASPIO	Actual date of sending the information to the SPIO	Signature of the Assistant of the O/o. the SPIO receiving the original information	Date of return of the information etc. to the Custodian	Signature of the custodian receiving back the original information	Remarks
1	2	3	4	5	6

\* This register shall be maintained in both the offices of the SPIO and Custodian of Records the Custodian is in an Office other than the Office of the SPIO.