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# RTI Application for Foreign Tour Details

SampleRTI

To

The Public Information Officer  
Name of the Public Authority  
Full Address  
Pin Code

**Sub: Request for information under Section-6(1) of RTI Act.**

Sir,

Please supply me following information under Right to Information Act with respect to official Foreign Tour conducted by Mr ..... Designation .....Office ..... Unit .....

**Details of Foreign Tour about which information is required:**

Name of officer visited abroad on official duty:.....  
Year of visit : .....

**Period of information: From ..... to .....**

**Details of information sought:**

[1] Certified copy of the approved tour programme(s) for journey(s) to foreign country(s) carried out by Mr ..... Designation ..... working in office of ..... during the period mentioned herein above.

[2] Certified copy of the flight/ship ticket(s) submitted by the officer for claiming air-fares / ship fares for the above approved journey(s).

[3] In case air/ship fares are not claimed by the above official, please inform the mode of transport used by the above mentioned official for travelling to foreign country(s).

[4] Certified copy of the letter sanctioning ex-India Leave, including ex-India Leave sanctioned and availed at country of official visit in continuation of official journey by Mr ..... Designation ..... during the year .....

[5] Please inform me the period of ex-India leave sanctioned to and availed by Mr ..... Designation ..... during the year .....

[6] Certified copy of the Record Notes of Tour / visit to foreign country(s) by Mr ..... Designation ..... during the year .....

[7] Certified copy of the minutes of various official meetings Mr ..... Design ..... or his entourage held with officials of Govt of ....., and or Govt of the various Provinces/States of that country and / or Major business / commercial / scientific entities at that country during official visit to that country.

[8] Certified list of agreement(s) and/or memorandum of understanding(s) or any such other instruments signed between Govt of India and/or instrumentalities of the State in India and that country i.e..... during the visit of Mr ..... Design..... or his entourage mentioned above.

I am attaching IPO for Rs.10/- payable to the Accounts Officer, ..... payable at ..... towards RTI Application Fee.

Please send the information to my below address by Registered post.

Yours faithfully,

Signature

Name .....

Address .....

Date:

Raveena

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