

## RTI FORMAT TO GET INFORMATION FROM POLICE CONTROL ROOM

To,  
The Public information Officer,  
Deputy Commissioner of Police,  
(..... District, State),  
[Name of Police Station]  
[Address of Police Station]

Subject: Request for Information under Right to Information Act 2005.

**Dear Sir/Madam,**

I, [Your Full Name], a resident of [Your Address], Mobile Number: [Your Contact Number], Email ID: [Your Email Address], hereby submit this request seeking authorized information regarding a call made to the Police Control Room (Dial 100) on [Date] at approximately [Time] from the mobile number [Your Mobile Number].

In connection with the aforementioned call, I request the following information:

1. The caller's name and address as recorded during the call.
2. The exact date and time of the call to the control room.
3. A copy of the Action Taken Report related to the grievance raised in the call.
4. The audio recording of the conversation with the caller.
5. The name, designation, and police station details of the duty officer who handled the call.
6. A textual transcript of the conversation with the caller, if available.
7. Reasons or observations explaining if no action was taken by the police, if applicable.

Please provide the reason in case any of the information could not be provided to me.

I hereby inform that following formalities have been completed by me:

1. That I am submitting the requisite fee of Rs. 10/- by Postal Order no \_\_\_\_\_ favouring Deputy Commissioner of Police, [... District, State] dated .....
2. I assure that I shall not allow/ cause to use/ pass/share/display/ or circulate the information received in any case and under any circumstances, with any person or in any manner which would be detrimental to the Unity and Sovereignty or against the Interest of India.

**Name:**

**Signature of the Applicant**

**Dated:**

**Place:**