

# **The Right to Information Act, 2005**

## **Application for Obtaining Information**

### **From**

[Your Full Name]

[Your Address]

[City, State, Pin Code]

[Email Address]

[Phone Number]

### **To**

The Public Information Officer

[Public Transportation Authority/Department Name]

[Office Address]

**Subject:** Request for Information Regarding Public Transportation Services in [Insert City/Town Name]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information regarding public transportation services in [Insert City/Town Name]. The details of my request are as follows:

### **Details of the Applicant:**

- **Name:** [Your Full Name]
- **Address:** [Your Address]
- **Email:** [Your Email Address]
- **Phone Number:** [Your Phone Number]

### **Details of Information Required:**

- **Public Transport Name/Type:** [Insert Public Transport Name, e.g., State Transport Bus, Metro, etc.]
- **City/Town:** [Insert City/Town Name]
- **District:** [Insert District Name]
- **State:** [Insert State Name]
- **Requested Information:**

1. Details of routes, schedules, and frequency of services operated by the public transportation system in [Insert Area Name].
2. Copies of records related to the budget allocated and utilized for maintaining and operating public transportation services during the specified period.
3. Names and designations of officers or contractors responsible for managing and maintaining public transportation services.
4. Copies of contracts, agreements, or orders related to the management and operation of public transportation services.
5. Status of complaints or issues raised regarding delays, cancellations, or poor service quality, along with their resolutions.
6. As per your citizen charter, the stipulated timeframe for responding to public complaints regarding transportation services. Please provide a copy of your office's citizen charter.

**Application Fee Details:**

Application fee of ₹10/- paid by [Insert Payment Method: Court Fee Stamp/IPO/Online Payment].

**Below Items for Your Kind Consideration:**

- a. As per Section 6(3) of the RTI Act, if the requested information pertains to another public authority, kindly transfer the application or part of it within five days and inform me accordingly.
- b. As per Section 7(3) of the RTI Act, in case additional fees are required to provide the requested information, kindly inform me of the additional amount along with a detailed calculation.
- c. In the interest of expediency, and to minimize the research and/or duplication burden on your staff, please send the records electronically to the provided email address. If electronic records are unavailable, kindly send clear photocopies to the postal address mentioned above.
- d. As per Sections 7(8)(iii) and 7(3)(ii) of the RTI Act, kindly provide the particulars of the First Appellate Authority.

**Declaration**

I declare that I am a citizen of India and am entitled to seek information under the RTI Act, 2005.

[Insert E-Signature]

**Yours faithfully,**

[Your Full Name]

**Date:** [Insert Date]

<Insert RTI Application Number>