

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

[Municipality/Corporation Name]

[Office Address]

Subject: Request for Information Regarding Municipality Activities in [Insert Area Name]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding municipality-related activities and services in [Insert Area 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:

- **Municipality Corporation Name:** [Insert Municipality/Corporation Name]
- **City/Town:** [Insert City/Town Name]
- **District:** [Insert District Name]
- **State:** [Insert State Name]
- **Requested Information:**

1. Details of the budget allocated and utilized for sanitation, waste management, and public infrastructure in [Insert Area Name] during the specified period.
2. Copies of records, memos, or reports related to the maintenance and repair of roads, drainage systems, and public utilities in the area.
3. Names and designations of officers responsible for various municipal services, including their roles in planning and implementation.
4. Copies of contracts or agreements with third-party contractors for sanitation, waste disposal, and other municipal services.
5. Status of complaints or issues raised by residents of [Insert Area Name] regarding municipal services and their resolutions.
6. As per your citizen charter, the stipulated timeframe for responding to public complaints and delivering municipal 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.

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>