

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

[Gram Panchayat Name/Relevant Department Name]

[Office Address]

Subject: Request for Information Regarding Gram Panchayat Operations in [Insert Village Name]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding Gram Panchayat activities in [Insert Village Name] for the specified period. 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:

- **Gram Panchayat Name:** [Insert Gram Panchayat Name]
- **District:** [Insert District Name]
- **State:** [Insert State Name]
- **Period for Records:**
 - **Start Date/Year:** [Insert Start Date/Year]

- **End Date/Year:** [Insert End Date/Year]
- **Requested Information:**
 1. Details of funds allocated to the Gram Panchayat during the specified period, along with their sources.
 2. A list of development projects sanctioned, ongoing, and completed by the Gram Panchayat during this period.
 3. Copies of audit reports, fund utilization certificates, and meeting minutes related to Gram Panchayat activities.
 4. Names and designations of officers or members responsible for fund allocation and monitoring projects.
 5. As per your citizen charter, the stipulated timeframe for responding to queries related to Gram Panchayat operations. 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]