

# **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

[Relevant Department/Office Name]

[Office Address]

**Subject:** Request for Information Regarding Road Work Status for [Insert Road Name/Location]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information regarding the status and progress of road work at [Insert Road Name/Location]. 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:**

- **Road Name:** [Insert Road Name]
- **Start Location:** [Insert Start Location]
- **End Location:** [Insert End Location]
- **City/Village/Town:** [Insert Location]
- **Managing Authority/Department:** [Insert Authority Name]

- **Requested Information:**

1. Copies of records related to the road work project, including approval orders, estimates, and contracts awarded.
2. The current status and progress of the road work, including timelines for completion.
3. Names and designations of officers or agencies responsible for monitoring and executing the project.
4. Details of funds allocated, disbursed, and spent on the road work, along with utilization certificates or audit reports.
5. Copies of any complaints or issues raised during the project's implementation and their resolutions.
6. As per your citizen charter, the stipulated timeframe for completion of the road work. 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>