

# **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 Fund Utilization for [Insert Scheme/Project Name]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information regarding the utilization of funds allocated for [Insert Scheme/Project Name] in [Insert Location] during 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:**

- **Scheme/Project Name:** [Insert Scheme/Project Name]
- **Location (Village/Town/City):** [Insert Location]
- **District:** [Insert District Name]
- **State:** [Insert State Name]
- **Period for Fund Utilization Records:**

- **Start Date/Year:** [Insert Start Date/Year]
- **End Date/Year:** [Insert End Date/Year]
- **Requested Information:**
  1. Details of funds allocated for the specified scheme/project, including the source of funding and total amounts disbursed.
  2. A list of sanctioned activities, expenditures, and corresponding amounts spent under the scheme/project.
  3. Copies of utilization certificates, audit reports, and fund allocation orders for the scheme/project.
  4. Names and designations of officers or agencies responsible for implementing and monitoring the scheme/project.
  5. Details of any unspent funds or discrepancies identified in fund utilization.
  6. As per your citizen charter, the stipulated timeframe for responding to queries on fund utilization. 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]