

# **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 Utilization of MP/MLA Funds in [Insert Constituency Name]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information regarding the utilization of MP/MLA funds in [Insert Constituency 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:**

- **Name of MP/MLA:** [Insert Name]
- **Constituency:** [Insert Constituency Name]
- **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. Copies of records detailing the allocation and utilization of MP/MLA funds in the constituency for the specified period.
  2. Details of all sanctioned projects, including project names, budgets, and implementing agencies.
  3. Copies of utilization certificates, audit reports, or completion certificates for projects executed with MP/MLA funds.
  4. Names and designations of officers responsible for approving and monitoring these projects.
  5. As per your citizen charter, the stipulated timeframe for responding to MP/MLA fund utilization queries. 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>