

THE RIGHT TO INFORMATION ACT, 2005
(Application for Obtaining Information)

From:

Applicant Name
Full Postal Address
Mobile: XXXXXXXXXX
Email: example@gmail.com

To:

The Public Information Officer
ASSAM – Town & Country Planning Department
Office Address

Subject:

Request for Information under RTI Act, 2005 – Town & Country Planning Department

Respected Sir/Madam,

I, [Applicant Name], am submitting this application under the Right to Information Act, 2005.
Kindly provide the following information:

1. Certified details of schemes and programmes administered by the Town & Country Planning Department in Assam.
2. Certified copies of rules, guidelines, or notifications issued by the Town & Country Planning Department.
3. Certified details of beneficiaries or stakeholders covered by the Town & Country Planning Department.
4. Certified copies of inspection, monitoring, or review reports prepared by the Town & Country Planning Department.
5. Certified details of funds sanctioned and utilised by the Town & Country Planning Department.
6. Certified copies of action taken reports on grievances handled by the Town & Country Planning Department.

Application Fee:

Rs. 10/- via IPO / Court Fee Stamp / Online Payment / DD

I am a citizen of India. If the information pertains to another authority, kindly transfer under Section 6(3). If additional fee is required, inform under Section 7(3). Please provide details of the First Appellate Authority under Section 7(8).

Yours sincerely,
Applicant Name