

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 – Cabinet Secretariat Department
Office Address

Subject:

Request for Information under RTI Act, 2005 – Cabinet Secretariat 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 Cabinet Secretariat Department in Assam.
2. Certified copies of rules, guidelines, or notifications issued by the Cabinet Secretariat Department.
3. Certified details of beneficiaries or stakeholders covered by the Cabinet Secretariat Department.
4. Certified copies of inspection, monitoring, or review reports prepared by the Cabinet Secretariat Department.
5. Certified details of funds sanctioned and utilised by the Cabinet Secretariat Department.
6. Certified copies of action taken reports on grievances handled by the Cabinet Secretariat 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