

**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 – Finance Department  
Office Address

Subject:

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