

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 – Municipal Administration Department
Office Address

Subject:

Request for Information under RTI Act, 2005 – Municipal Administration 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, functions, and responsibilities of the Municipal Administration Department in Assam.
2. Certified copies of rules, regulations, or notifications issued by the Municipal Administration Department.
3. Certified details of inspections, monitoring, or audits conducted by the Municipal Administration Department.
4. Certified copies of beneficiary records or service coverage maintained by the Municipal Administration Department.
5. Certified details of funds sanctioned and expenditure incurred by the Municipal Administration Department.
6. Certified copies of action taken reports on complaints handled by the Municipal Administration 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