

**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 – Commercial Taxes Department  
Office Address

Subject:

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