

## 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  
RTI Goa Food & Civil Supplies Department  
[Office Address]

Subject:

Request for Information under RTI Act, 2005

Respected Sir/Madam,

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

1. Certified details of scholarships, hostel admissions, and beneficiary status under [Scheme Name].
2. Certified caste verification records and validity certificates issued.
3. Certified details of funds sanctioned, released, and utilized.
4. Certified inspection reports for hostels, training centres, or welfare institutions.
5. Certified details of beneficiary selection criteria and reservation roster.
6. Certified program implementation reports and monitoring data.
7. Certified complaints, inquiries, and action taken reports.

Application Fee

10/- IPO / Court Fee Stamp / Online payment / DD

Declaration & Requests

I am a citizen of India.

If information pertains to another authority, kindly transfer it under Section 6(3).

If additional fee is required, kindly inform me under Section 7(3).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,

Applicant Name