

**THE RIGHT TO INFORMATION ACT, 2005**  
(Application for Obtaining Information)

From  
Applicant Name  
Full Postal Address  
Mobile: XXXXXXXXXXXX  
Email: example@gmail.com

To  
The Public Information Officer  
Himachal Pradesh Finance Department  
[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the Finance Department

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 copy of annual budget allocations.
2. Details of expenditures incurred during the last three financial years.
3. Information on grants released to departments.
4. Certified copy of financial rules and procedures.
5. Details of audit reports and compliance status.
6. Information on outstanding financial liabilities.
7. Name and designation of the officer responsible for finance.

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, inform me under Section 7(3).

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

Yours sincerely,  
Applicant Name