

**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 Rural Development & Panchayati Raj Department  
[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the Rural Development & Panchayati Raj 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. Details of rural development and panchayati raj schemes implemented.
2. Information on beneficiary lists.
3. Certified copy of scheme guidelines.
4. Details of fund allocation and utilisation.
5. Information on inspections conducted.
6. Details of grievances received and resolved.
7. Name and designation of the officer responsible.

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