

**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

Government of Himachal Pradesh

Personnel, Administrative Reforms & Rajbhasha Department

[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding Personnel, Administrative Reforms & Rajbhasha 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 copies of rules, orders, notifications, and guidelines governing this department.
2. Details of sanctioned, filled, and vacant posts.
3. Year-wise budget allocation and actual expenditure for the last three financial years.
4. Details of schemes, programmes, or projects implemented by the department.
5. Name and designation of the Public Information Officer and First Appellate Authority.

Application Fee: ■10/- as per RTI Rules

Yours sincerely,  
Applicant Name