

**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  
Nagaland School Education Department  
[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the School Education 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. List of government schools functioning in [district].
2. Details of sanctioned teaching and non-teaching posts.
3. Information on grants released to schools.
4. Certified copy of school inspection reports.
5. Details of student enrollment statistics.
6. Information on complaints related to education services.
7. Name and designation of the District Education Officer.

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