

**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

Nagaland Social Welfare Department

[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the Social Welfare 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 social welfare 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.
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