

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

JAMMU AND KASHMIR FINANCE DEPARTMENT

[Office Address]

Subject:

Request for Information under RTI Act, 2005

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following certified information:

1. Certified details of annual budget allocations.
2. Certified expenditure statements for the last three years.
3. Certified audit reports and compliance notes.
4. Certified details of grants released to departments.
5. Certified complaints received and action taken.

Application Fee

■10/- IPO / Court Fee Stamp / Online Payment / DD

Declaration & Requests

I am a citizen of India. If the information sought 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