

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

Telangana Women & Child Development Department

[District WCD Office / CDPO Office / Anganwadi Project Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Women Welfare Schemes, Anganwadi Services, Nutrition Programs, and Departmental Administration

Respected Sir/Madam,

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

1. Status of application/benefit requested under [Scheme Name – Arogya Lakshmi / KCR Kit / Widow Pension / Girl Child Protection / etc.] submitted on [date], including action taken report (ATR).
2. Certified list of beneficiaries approved under [scheme name] in [District/Mandal/Village] for the year [year].
3. Certified details of Anganwadi centre operations for Centre Code [XXXXXX], including attendance registers, nutrition supply stock registers, and growth monitoring records.
4. Certified inspection and audit reports of Anganwadi centre / WCD office for the period [from] to [to].

5. Certified budget allocation and utilisation details for nutrition program and welfare schemes in [District/Mandal] during [financial year].
6. Certified details of complaints received regarding food quality / corruption / service irregularities, along with action taken report.
7. Certified staff structure including sanctioned posts, vacancies, filled positions, and staff appointment records for Anganwadi Teacher/Helper positions.
8. Name, designation, and contact details of the CDPO / Anganwadi Supervisor / District Welfare Officer responsible for the requested information.

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, please inform me under Section 7(3).

FAA details may kindly be provided in reply as per Section 7(8).

Yours sincerely,

Applicant Name