

# 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

Delhi Rural Development Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Development Works / Village Infrastructure / Rural Schemes

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 details of rural development works sanctioned in [village/area] during the period [year/year].
2. Copies of estimates, work orders, and sanction letters issued for the projects in the said area.
3. Status report of ongoing rural development projects, including expected completion dates.
4. Details of funds allocated and utilized under schemes such as [scheme name] in [village/area].
5. Certified copies of inspection reports and monitoring reports for the completed/ongoing works.

6. Action taken report (ATR) on grievances or complaints submitted by residents of [village/area].

7. Certified copy of file notings, note-sheets, or internal correspondence related to the above matters.

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