

# 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 Minority Welfare Department

[District Minority Welfare Office / Minority Finance Corporation / Urdu Academy / Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Minority Welfare Schemes, Financial Assistance Programs, Scholarships, and Beneficiary Records

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 submitted under [Scheme Name – Overseas Scholarship Scheme / Fee Reimbursement / Bank-linked Subsidy Loan / Shaadi Mubarak / etc.] on [date], along with file noting and action taken report (ATR).
2. Certified beneficiary list approved under [scheme name] in [District/Mandal] for the period [from] to [to], along with selection criteria.
3. Certified copy of budget allocation and expenditure utilisation details for Minority Welfare programs under the Government of Telangana.
4. Certified list of loan sanctions and subsidy release details under Telangana State Minorities Finance Corporation (TSMFC) for the last [year(s)].

5. Certified copies of circulars, policy guidelines, notifications, and eligibility criteria for the above schemes.
6. Certified inspection/audit reports of minority hostels, residential schools, and institutions under the department.
7. Certified complaints and grievance redressal reports related to financial irregularities / delay of payments / service deficiency, including ATR.
8. Name, designation, and contact details of District Minority Welfare Officer / Executive Director TSMFC / RTI PIO handling 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 as per Section 7(8).

Yours sincerely,

Applicant Name