

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 Insurance Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Insurance Claims, Government Insurance Schemes, Beneficiary Data, and Departmental 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 insurance claim submitted on [date] under [scheme/policy name], along with reasons for any delay.
2. Certified copy of claim processing file, including internal note-sheets, communications, and verification reports.
3. Details of beneficiaries approved under government insurance schemes in [area/district] for the period [from] to [to].
4. Certified copies of guidelines, circulars, or notifications issued regarding claim settlement, premium structure, or eligibility norms.

5. Certified data on premiums collected and claims disbursed under [scheme/policy] during [year].
6. Action taken report (ATR) on complaints filed regarding claim rejections, delays, or irregularities on [date].
7. Certified list of empanelled hospitals, service providers, or agencies associated with the scheme/policy.
8. Name, designation, and contact details of the officer responsible for insurance services and scheme implementation in the concerned area.

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