

# 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 Labour Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Labour Welfare, Registrations, Inspections, 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. Certified copy of labour registration/licence details for the establishment located at [address].
2. Status of application submitted on [date] for labour licence/renewal/registration.
3. Certified copies of inspection reports, compliance reports, or penalties issued against the establishment.
4. Details of workers registered under labour welfare schemes in [area/establishment].
5. Certified copy of minimum wage notifications or circulars applicable to the relevant period.

6. Action taken report (ATR) on complaints submitted regarding labour rights violations, workplace safety, or non-payment issues.
7. Details of benefits disbursed under welfare schemes such as ESI, EPF, construction worker welfare, etc.
8. Name, designation, and contact details of the labour officer responsible for the concerned jurisdiction.

#### 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