

# 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 Water Supply Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Water Supply, Distribution, Complaints, and Maintenance

Respected Sir/Madam,

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

1. Details of water supply schedule and distribution timings for [locality/area].
2. Certified copy of records related to water supply disruptions in the area for the period [from] to [to].
3. Details of complaints registered regarding low pressure/no water supply in [location], along with action taken reports (ATR).
4. Certified copy of inspection reports or field verification reports conducted for the locality.
5. Information on upcoming or ongoing maintenance, repair, or pipeline replacement works in [area].

6. Certified copy of internal communications related to the water supply issue reported on [date].

7. Name and designation of the officer responsible for overseeing water supply operations 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