

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 Health & Family Welfare Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Hospital Records, Health Schemes, Medical Staff, and Administrative Matters

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 hospital/dispensary records related to patient services, OPD/IPD statistics, or treatment data for [period].
2. Details of sanctioned posts, filled posts, and vacant posts of doctors, nurses, and support staff in [Hospital/Health Centre].
3. Certified copies of duty rosters or attendance records of medical staff for [date/period].
4. Details of medicines procured and distributed, including stock availability and expenditure statements.
5. Information regarding implementation status of government health schemes (e.g., Mohalla Clinics, Arogya Yojana, etc.) in [area].

6. Certified copy of inspection reports, audit reports, or compliance reports related to the hospital/clinic.
7. Action taken report (ATR) on complaints or grievances submitted on [date] regarding [issue].
8. Name, designation, and contact details of the officer responsible for overseeing health services 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