

## 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 Scheduled Tribes Welfare Department

[Office Address / District Tribal Welfare Office / Tribal Hostel Office / ITDA]

Subject:

Request for Information under RTI Act, 2005 regarding ST Welfare Schemes, Tribal Hostels, Scholarships, Beneficiary Lists, and Administrative Reports

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 for [Scheme Name – Post Matric Scholarship / Pre-Matric Scholarship / Kalyana Lakshmi / Overseas Scholarship / Skill Training / etc.] on [date], along with file noting and action taken report (ATR).
2. Certified list of beneficiaries approved under the above scheme in [District/Mandal] for the year [year].
3. Certified hostel administration records including sanctioned strength, student attendance, food expenditure records, and inspection reports for [ST Hostel Name].
4. Certified details of funds allocated and utilised for ST development programs, welfare hostels, infrastructure, and student services during [financial year].

5. Certified copies of circulars, guidelines, selection criteria, or government orders related to ST welfare schemes.
6. Certified copies of complaints received regarding scholarship distribution / hostel conditions / corruption / delay, along with action taken report.
7. Certified details of skill development and employment training programs conducted for ST students, including outcome/placement statistics.
8. Name, designation, and contact details of Tribal Welfare Officer / District Officer / Hostel Warden / Programme Officer responsible for maintaining the requested records.

**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