

## 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 Information Technology Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding IT Projects, Digital Services, Software Systems, 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 details of IT projects, software systems, or e-governance platforms developed or implemented by the department in [year].
2. Status of application/request submitted on [date] regarding access/approval/technical support for [service/portal].
3. Certified copies of project proposals, tender documents, or vendor selection details related to IT implementation.
4. Copies of audit reports, security assessments, or technical evaluations conducted for government software systems.

5. Details of funds allocated and utilisation reports for IT projects, digital infrastructure, or technology upgrades in [district/area].
6. Certified copies of circulars, policies, or guidelines issued regarding data governance, cybersecurity, or public digital services.
7. Action taken report (ATR) on complaints related to IT service outages, system issues, or portal malfunctions submitted on [date].
8. Name, designation, and contact details of the officer responsible for IT development and digital service delivery 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