

# 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 Handlooms & Textiles Department

[Office Address – District Handlooms Officer / Weavers Service Centre / TSCO / APCO]

Subject:

Request for Information under RTI Act, 2005 regarding Weavers Schemes, Subsidies, Production Support, and Departmental Administration

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 under [Scheme Name – Chenetha Mithra / Weavers Insurance / Yarn Subsidy / Marketing Support / Handloom Weavers Savings & Security Scheme] on [date], including file noting and Action Taken Report (ATR).
2. Certified copy of beneficiary list approved under the above scheme in [District/Mandal/Village] for the period [from] to [to].
3. Certified details of yarn supply / raw material distribution / subsidy disbursal records for Weaver ID or Cooperative Society ID [XXXX].
4. Certified copies of production orders, procurement records, and purchase orders placed by APCO / Government for handloom products in [period].

5. Certified details of financial allocation and utilisation for handloom sector welfare schemes and marketing promotion activities.
6. Certified inspection audit reports for Handloom Clusters / Weavers Cooperative Societies / Production Units in [location].
7. Certified record of complaints submitted regarding payment delays / yarn shortages / marketing failure / quality issues, including ATR.
8. Name, designation, and contact details of the District Handlooms Officer / APCO Officer / RTI PIO responsible for providing the required information.

#### 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