

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 Education Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding School Records, Staff Details, Academic Data, 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 school recognition/affiliation status for [School Name].
2. Details of teaching and non-teaching staff, including sanctioned posts, filled posts, and vacant posts in [School/Institution].
3. Certified copies of attendance records or duty rosters of staff for the period [from] to [to].
4. Student enrollment data and class-wise strength for the current academic year.
5. Certified copy of annual inspection report or audit report of the school/educational institution.
6. Action taken report (ATR) on complaints submitted regarding [issue], filed on [date].

7. Details of funds released and utilized under government education schemes for the school/institution.
8. Name, designation, and contact details of the officer responsible for handling the above matter.

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