

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 Finance Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Budget Allocation, Expenditure Records, Sanctions, and Financial 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. Certified copy of budget allocation for the department/section/project for the financial year [year].
2. Details of expenditure incurred under the allocated budget for the same period.
3. Certified copies of sanction orders, financial approvals, or fund release orders issued for [project/scheme].
4. Copy of audit report, compliance report, or financial inspection report related to the above matter.
5. Details of pending financial approvals or files submitted on [date], including file movement and officer details.

6. Certified copy of circulars, notifications, or guidelines issued by the Finance Department regarding financial procedures or reforms.
7. 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