

# 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 Disaster Management Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Disaster Management Plans /  
Emergency Response / 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 copy of the disaster management plan for [District/Area/Zone].
2. Certified copies of circulars, advisories, or guidelines issued by the department between [period].
3. Details of funds allocated and utilized for disaster preparedness or relief operations in [area].
4. Certified copy of action taken report (ATR) on a complaint or grievance filed on [date].
5. List of authorized officers responsible for disaster response and their contact details.
6. Details of mock drills, safety audits, or preparedness activities conducted in the past [period].

7. Certified copies of reports related to any incident, emergency, or disaster that occurred in [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