

## 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 Scheduled Castes Development Department

[Office Address / District SC Development Office / Social Welfare Office]

Subject:

Request for Information under RTI Act, 2005 regarding SC Welfare Schemes, Scholarships, Hostels, Beneficiary Lists, and Administrative Actions

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 – SC Post Matric Scholarship / Fee Reimbursement / Kalyana Lakshmi / Study Abroad Scholarship / etc.] on [date], including file noting and action taken report (ATR).
2. Certified list of beneficiaries approved for the scheme [Scheme Name] in [District/Mandal] for the period [from] to [to].
3. Certified copy of hostel management records including student strength, expenditure, food supply details, and inspection/audit reports for [SC Hostel Name].
4. Certified budget allocation and utilisation details for SC development programs and welfare schemes during the financial year [year].

5. Certified copies of government orders, circulars, and eligibility criteria related to the above schemes.
6. Certified details of complaints received regarding corruption / irregular distribution / misuse of funds / student welfare issues along with ATR.
7. Certified details of training programs, skill development activities, and employment support programs conducted for SC beneficiaries.
8. Name, designation, and contact details of District Welfare Officer / Hostel Warden / Scheme Implementing Officer / RTI PIO responsible for the requested 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).

Please provide FAA details as per Section 7(8) of RTI Act.

Yours sincerely,  
Applicant Name