

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 Planning Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Development Plans, Policy Frameworks, Statistical Data, and Administrative 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 development plans, annual plans, or five-year plans prepared for [area/department].
2. Details of approved schemes or projects for the financial year [year], including budget allocation and utilisation.
3. Certified copy of circulars, guidelines, or policy documents issued by the Planning Department related to [subject].
4. Statistical reports, surveys, or analytical data prepared by the Planning Department for [topic/area].
5. Certified copies of file notings, internal correspondence, or meeting minutes relating to project approval or planning activities.

6. Status of proposal or project submitted on [date], including file movement and officer details.
7. Name, designation, and contact details of the officer responsible for planning activities in the concerned 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