

## 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 Minority Affairs Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Minority Welfare Schemes, Scholarships, Grants, and Departmental Activities

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following information:

- Certified details of minority welfare schemes implemented in [area/locality] for the year [year].
- Number of beneficiaries under minority scholarships, coaching programs, financial assistance schemes, or welfare programs.
- Status of application submitted on [date] for [scholarship/scheme/financial aid].
- Certified copy of fund allocation and utilisation statements for minority welfare schemes in [district/area].
- Certified copies of guidelines, circulars, or policy documents issued by the department related to minority welfare.

6. Action taken report (ATR) on grievances or complaints submitted on [date] regarding delay or denial of scheme benefits.
7. Certified details of approved minority institutions, training centres, or welfare projects supported by the department.
8. Name, designation, and contact details of officers responsible for implementing minority welfare schemes 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