

## 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 Pension Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Pension Applications, Disbursements, Scheme Eligibility, and 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. Status of pension application submitted on [date] for Applicant ID/Registration No. [XXXXXX].
2. Certified copy of the verification report, approval file, and internal note-sheets related to the above pension application.
3. Details of monthly pension disbursements made to the applicant from [from] to [to], including bank credit details.
4. Certified copy of eligibility rules, policy documents, or circulars related to Old Age Pension, Widow Pension, Disability Pension, or other relevant schemes.

5. Reasons for delay (if any) in sanctioning or releasing pension benefits, along with supporting documentation.
6. Details of beneficiaries receiving pension in [area/district], scheme-wise and category-wise.
7. Action taken report (ATR) on complaints filed on [date] regarding non-receipt, delay, or stoppage of pension.
8. Name, designation, and contact details of the officer responsible for processing pension applications 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