

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 Food, Civil Supplies & Consumer Affairs Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Ration Card Records, FPS Operations, Consumer Complaints, 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:

1. Current status of ration card application (New/Update/Transfer) submitted on [date] for Applicant ID/Family ID [ID].
2. Certified copy of ration card details, including member list, category (AAY/PR/NPNS/etc.), and entitlement.
3. Certified copies of records of ration distribution made to the family for the period [from] to [to].
4. Certified copy of inspection reports or monitoring reports of the Fair Price Shop (FPS) No. [FPS Number] located at [area].
5. Details of action taken on complaint filed on [date] regarding non-distribution/short-distribution/corruption at the said FPS.

6. Certified copies of circulars, notifications, or guidelines issued regarding ration card eligibility, portability, or digitalization.

7. Details of consumer complaints registered in [area] during [year], along with action taken reports (ATR).

8. Name, designation, and contact details of officers responsible for ration distribution and consumer affairs 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