

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 Consumer Affairs Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Consumer Complaints, Redressal Mechanisms, Enforcement Actions, 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 consumer complaint filed on [date] bearing Complaint No. [number], including action taken details.
2. Certified copies of notices, warnings, or penalty orders issued against the business/entity involved in the above complaint.
3. Certified copy of internal file notings, note-sheets, or communication related to the handling of the complaint.
4. Details of consumer cases registered in [area/zone] during the period [from] to [to].
5. Certified copies of guidelines, circulars, or notifications issued regarding consumer protection and grievance redressal.

6. Records of inspections, enforcement drives, or actions conducted under Consumer Protection laws in [location].
7. Certified copy of action taken report (ATR) on complaints related to misleading advertisements, unfair trade practices, or product quality issues.
8. Name, designation, and contact details of officers responsible for consumer grievance redressal 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