

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 Agricultural Marketing Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Markets, Licensing, Market Fees, Inspections, and Agricultural Trading 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 details of the market (Mandi) operations for [market name], including trader/commission agent licenses.
2. Status of application submitted on [date] for issuance/renewal/transfer of market licence.
3. Certified copies of inspection reports, audit reports, or monitoring reports for the said market.
4. Details of market fee collection and utilisation for the period [from] to [to].
5. Certified copy of records related to allotment of shops/platforms/godowns within the market premises.

6. Action taken report (ATR) on complaints submitted regarding irregularities, overcharging, or non-compliance in the market.
7. Certified copies of circulars, guidelines, or notifications issued by the Agricultural Marketing Department related to licensing, trading, and market regulation.
8. Name, designation, and contact details of the officer responsible for supervising agricultural markets 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