

## 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 Industries Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Industrial Licenses, MSME Schemes, Allotments, and Industrial Development 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 industrial license/registration application submitted on [date] for the unit located at [address].
2. Certified copy of allotment records or lease details for industrial plots/sheds in [industrial area/estate].
3. Details of MSME schemes, incentives, or subsidies availed or applicable for the unit.
4. Certified copy of inspection reports or compliance verification reports conducted for the unit on [date].
5. Details of pending objections, deficiency memos, or reasons for delay in processing industrial approvals.

6. Certified copies of circulars, guidelines, or notifications issued by the department related to industrial policy, MSME support, or licensing.
7. Action taken report (ATR) on complaints filed regarding industrial area maintenance, infrastructure issues, or support services.
8. Name, designation, and contact details of officers handling industrial approvals for the concerned industrial 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