

## 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 Social Welfare Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Welfare Schemes, Beneficiary Records, Grants, 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. Certified details of welfare schemes (old age pension, disability pension, widow pension, etc.) implemented in [area/locality].
2. Number of beneficiaries registered under [scheme name] in [year], along with eligibility criteria and selection process.
3. Status of application submitted on [date] for [pension/scheme/benefit].
4. Certified copy of fund allocation and utilization statement for the scheme/program in [area].
5. Action taken report (ATR) on complaints filed regarding delay, rejection, or non-delivery of welfare benefits.

6. Certified copies of guidelines, notifications, or policy documents issued by the department related to welfare schemes.
7. Name, designation, and contact details of the officer responsible for implementing welfare programs 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