

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 Scheduled Castes & Scheduled Tribes Welfare Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding SC/ST Welfare Schemes, Scholarships, Benefits, 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. Certified details of SC/ST welfare schemes implemented in [area/locality] for the year [year].
2. Number of beneficiaries under SC/ST scholarships, financial assistance schemes, or coaching programs in [area].
3. Status of application submitted on [date] for [scholarship/benefit/financial assistance].
4. Certified copy of fund allocation and utilization related to SC/ST welfare programs for the period [year/year].
5. Certified copies of guidelines, circulars, or notifications issued by the department regarding SC/ST welfare initiatives.

6. Action taken report (ATR) on complaints submitted regarding delay, rejection, or non-receipt of benefits.
7. Certified list of officers responsible for implementing SC/ST schemes in the concerned district/area, including names and designations.
8. Copies of monitoring or inspection reports for SC/ST development projects in [location].

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