

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

Telangana Social Welfare Department

[Office Address / District Social Welfare Office / Welfare Hostel / SC Development Office]

Subject:

Request for Information under RTI Act, 2005 regarding Welfare Schemes, Hostel Facilities, Scholarships, Benefits Distribution, and Department Administration

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 status of scholarship application / fee reimbursement / welfare financial assistance submitted under [Scheme Name] on [date], including file noting and action taken report (ATR).
2. Certified list of beneficiaries approved under [scheme name – Post-Matric Scholarship / Pre-Matric Scholarship / SC Welfare Grant / etc.] for [District/Mandal] during [year].
3. Certified copy of hostel administration records including student strength, food expenditure, staff details, and inspection reports for [Hostel Name].
4. Certified details of funds sanctioned and utilised for welfare programs, infrastructure development, hostel maintenance, or training centres during [from] to [to].

5. Certified copy of complaints received related to irregularities in scholarships / hostel facility / food quality / sanitation etc., along with the action taken report.
6. Certified details of skill development or employment training programs conducted under the Social Welfare Department and their outcome statistics.
7. Guidelines, circulars, and eligibility criteria issued for the above-mentioned schemes and welfare benefits.
8. Name, designation, and contact details of the Welfare Officer / Hostel Warden / District Welfare Officer responsible for the subject.

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, please inform me under Section 7(3).

FAA details may kindly be provided as per Section 7(8) of the RTI Act.

Yours sincerely,
Applicant Name