

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 Housing & Urban Development Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Housing Schemes / Allotment
Records / Urban Development Projects

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 copy of records related to housing allotment for [scheme name/property].
2. Current status of application submitted on [date] for allotment / transfer / mutation.
3. Certified copies of guidelines, notifications, or circulars issued regarding the concerned housing scheme.
4. Details of ongoing or approved urban development projects in [area/locality].
5. Certified copies of file notings, note-sheets, or communications related to the above matter.
6. Details of officers responsible for processing the housing/urban development file, including names and designations.

7. Copies of complaints received (if any) regarding the concerned housing property and action taken report (ATR).

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