

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 Backward Classes Welfare Department

[Office Address / District BC Welfare Office / Hostel / Institution]

Subject:

Request for Information under RTI Act, 2005 regarding BC Welfare Schemes, Hostel Administration, Scholarships, and Beneficiary 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 application submitted under [Scheme Name – Post Matric Scholarship / Pre Matric Scholarship / Fee Reimbursement / Overseas Scholarship / Kalyana Lakshmi for BC / etc.] on [date], along with file noting and Action Taken Report (ATR).
2. Certified list of beneficiaries approved under the above scheme in [District/Mandal] for the period [from] to [to].
3. Certified hostel administration records including student strength, sanctioned seats, food and maintenance expenditure, and inspection/audit reports for [BC Hostel Name].
4. Certified details of funds sanctioned and utilised for BC welfare schemes and programs during the financial year [year].

5. Certified copies of circulars, guidelines, or eligibility rules related to BC welfare scholarships and development programs.
6. Certified details of skill training programs, coaching centers, or employment support programs conducted for BC beneficiaries including selection lists and results.
7. Certified details of complaints received regarding scholarship delays / hostel services / irregularities / misuse of funds along with ATR.
8. Name, designation, and contact details of District BC Welfare Officer / Hostel Warden / Program Implementing Officer responsible for this information.

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 in reply as per Section 7(8).

Yours sincerely,
Applicant Name