

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 Postal Services Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Postal Deliveries, Speed Post Tracking, Post Office Services, 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. Status and tracking details of Speed Post/Registered Post article with tracking number [XXXXXXXX], including delivery report and proof of delivery (POD).
2. Certified copy of complaint handling report for grievance filed on [date] regarding delay/loss/misdelivery of postal article.
3. Delivery performance report for [post office name/area] during the period [from] to [to].
4. Certified copies of internal inquiry reports conducted on delayed or missing postal items in the concerned jurisdiction.
5. Details of average delivery timelines and operational efficiency for Speed Post and Registered Post in [area].

6. Certified copy of guidelines, circulars, or notifications related to postal delivery standards, customer grievance redressal, or operational procedures.
7. Details of revenue collected from postal services, parcels, and postal bookings in [post office] during [year].
8. Name, designation, and contact details of the officer responsible for postal operations and customer services 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