Sample RTI Applications

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Sample 1: Details of Pending work in any Dept

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
I had made an application for the following reason (copy of application is attached) but no satisfactory action has been taken on my application so far.

Please provide the following information with respect to the same:

1. Please provide the daily progress made on my application.

2. Please give the names and designations of the officials with whom my application was lying during this period. Please intimate the periods when it was lying with which officer and what was the action taken by that official during that period.

3. Please give the proof of receipt and dispatch of my application in the office of each of these officials.

4. According to your rules or citizens charter or any other order, in how many days should such a matter be dealt with and resolved. Please provide a copy of these rules.

5. The above officials have not adhered to the time limit mentioned in these rules. Are these officials guilty of violating these rules and hence guilty of misconduct under their conduct rules. Please give a copy of their conduct rule, which they have violated by violating the above mentioned rule.

6. These officials have caused serious mental injury to me by making me run around all this while. Are these officials guilty of causing mental harassment to the public?

7. What action can be taken against these officials for violating all the above rules and for causing mental agony to the public? By when this action would be taken?

8. By when will my problem be resolved now?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 2: Details of all road cuts

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

During the period 1.4.2002 to 31.3.05, please give the following information with respect to all the works carried out to restore the roads cut by various agencies in the area _____:

1. List of agencies who carried out road cutting during his period, purpose for which it was carried out and the period when it was carried out.
2. Amount of money deposited, if any, by each of these agencies and dates of such deposit
3. Exact location with copies of sketches to indicate where was the permission granted to cut the road to each agency.
4. Did each of these agencies adhere to the locations for which permission was granted or was there any deviation during execution?
5. How was this deposit money utilized by MCD? Please give list of all the works carried out through the use of deposit money indicating the name of work, amount booked under that work and the location which was repaired under each work, with copy of sketch.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 3: Details of Road repairs carried out

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

The following is a list of roads:

Please provide me following information with respect to the above roads:

1. During the period 1.4.2000 to 31.1.05, how many times have repairs (both minor and major) been carried out on each of the above roads?
2. If the work was done departmentally, please provide the following information with respect to each such work:
    a. Copy of relevant portion of stock register
    b. Copy of relevant portion of labour register
    c. Exact location of spots where the work was carried out
    d. When was the work carried out
    e. What was the method of repair?
    f. What was the composition of material used?
3. If the work was done through a contractor, please provide the following information with respect to each such work:
    a. Copy of measurement book (both abstract entries & record entries)
    b. Copy of sketch
    c. Copy of details of estimates
    d. If there was any guarantee clause in the contract, copy of that portion of the contract which mentions this guarantee clause and the conditions in which this clause can be invoked.
    e. Names of the Assistant Engineer and the Executive Engineer who inspected each of these works and passed payments. Which portions of these works were inspected by them?
    f. Has the guarantee clause been invoked till now? If no, why despite the fact that the roads are in such bad condition.
4. The roads are totally broken these days. Please give reasons for the bad condition of each of these roads (please mention specific reasons for each road separately).
5. If any of the roads is broken due to water staying on the road, please intimate whether it is due to wrong camber or due to clogged drains?
6. If it is due to wrong camber how was the payment passed? What action will be taken against the engineer who inspected the road and let it pass like this?
7. If it is due to clogged drain, please provide following information from the CSE or any other department which dealt with it:
    a. When were these drains cleaned during the above period?
    b. Give copy of the measurement book of the cleaning carried out?
    c. Please provide the names of the officials who inspected and passed the payments.
    d. This means that these officials did not do their job properly. Their inaction has caused so much loss to the exchequer and so much inconvenience to the public. They are also guilty of criminal misconduct under section 13(1)(d) of Prevention of corruption Act. By when will action be taken against them?

8. The fact that these roads have broken shows that very bad material has been used in the roads. What enquiries will be made to ascertain the quality of the roads, fix responsibilities and in how much time will the enquiries be completed?
9. The payments seem to have been done fraudulently and the inspection carried out by the engineers was faulty. What enquiries will be instituted against the engineers who passed the payments and did faulty inspection?
10. I want to take sample of material of each of these roads under section 2(j)(iii) of the Right to Information Act, 2005. The sample should be collected from the place of my choice. It should be collected in my presence and should be sealed and certified. Please intimate me the date, time and venue where I should come to collect the samples.
11. When will these roads be repaired now?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 4: Complete list of all streets and road works carried out

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
Please provide the following information related to ……

1. Please give a list of all the works related to improvement of roads or streets carried out in my area (*please specify your area*) since 1st April 2000. The list should contain the name of the work, Work Order No, actual date of start, actual date of completion, amount paid or payable, status of work, name of contractor and mode of improvement of that road or street.
2. In each of the above works, please give a list of the streets or roads (mentioning from which house no to which house no was it repaired), which were repaired under that work, the length of repair and average width of repair in each street or road.
3. For each of these works, please mention what was the guarantee clause, if any and whether it has been invoked so far.
4 After you have prepared the above information, I would like to inspect your measurement books and Work order registers related to these works to ensure that you have given complete information.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 5: Unsanitary conditions – sweepers do not work properly

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

I live at the following address:

Please provide the following information with respect to the sanitary conditions of the beat in which my house falls:

1. Please provide the list of all the sweepers and sanitation officials with their addresses and contact nos working in this beat.
2. Please provide copy of attendance register for this beat for the month of _____
3. Please provide copy of muster roll for this beat for the month of _____
4. Please mention against each sweeper, his geographical and functional job responsibilities, for instance, which streets is a particular sweeper supposed to be working everyday and what is he supposed to be doing in those streets.
5. Please provide the names, addresses of offices and their contact nos of the supervisory officials of the above sweepers in this beat right upto the Sanitary Superintendent.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 6: [Omitted]

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Sample 7: Street lights not functioning

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
The following street lights are not functioning for a long period.

Several complaints have been made so far, the details of which are given below:

However, no action has been taken so far. Please provide following information:

1. Who has MCD contracted maintenance of street-lights of this area? Please provide a copy of contract.
2. Within how much time of a complaint made by the citizens should the contractor replace/ repair defective lights? Please provide relevant extracts of the contract or letter etc which makes a mention of this.
3. If the street light is not repaired or replaced within this time period, what action can be taken against the contractor? Please provide relevant extracts of the contract or letter etc which makes a mention of this.
4. Under what circumstances can the payment of the contractor be deducted? Please provide relevant extracts of the contract or letter etc which makes a mention of this.
5. Can the payment of the contractor be deducted in the circumstances arising out of my complaints? If no, why?
6. If yes, within how much time will the MCD deduct the contractor's payment?
7. Under what conditions can the contract be cancelled? Please provide relevant extracts of the contract or letter etc which makes a mention of this.
8. Can the contract be cancelled in the circumstances arising out of my complaints?
9. If yes, within how much time will the MCD cancel the contract?
10. What powers does the MCD have to force the contractor to do his job properly?
11. Please provide me copies of all letters or directions issued by MCD to the contractor immediately after they have now received this application under Right to Information.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 8: Water problem

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

Kindly provide the following information related to water facility being provided by you in ……..

1. What is the total population of Vasant Kunj as per DJB records?
2. What is the theoretical requirement of drinking water on daily basis as per DJB?
3. What are the different sources through which water is being provided presently to Vasant Kunj? How much water is being provided through each source daily?
4. According to DJB estimates, what is the quantum of water scarcity?
5. Since the year 1995, how has the water scarcity been increasing? Please give yearwise figures of water scarcity that existed as per DJB records since 1995.
6. What are the reasons for water scarcity?
7. What steps have been taken by DJB to address this problem since 1995?
8. What are the short term and long term solutions to solve this problem according to DJB? What steps have been taken so far and what are the hurdles in implementing these solutions?
9. Under sec 2(j)(i) of the Right to Information Act, 2005, we would like to inspect the quantum of water being supplied by DJB from different sources – both at the source from where the water starts and the place at which it reaches Vasant Kunj. Please intimate the date, time and venue when this inspection would be arranged by DJB.
10. Please provide a list of all the complaints received by DJB from any source – in writing or in central control room or on phone, with respect to water problem in Vasant Kunj. The list should be provided for the period 1.4.2003 to 31.8.04. The list should contain the following details:
    a. Name and address of complainant
    b. Date of complaint
    c. Brief description of complaint
    d. Action taken
    e. Date of action.
11. The water in our area is very dirty. I want that a sample of water should be collected in my presence and tested. Please intimate the date and time when the sample would be collected from my house at _____.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 9: Horticulture

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
Please provide the following information related to horticulture expenses of your department:

1. Please provide the following details of funds (both plan & non-plan) allocated to horticulture Department in this Zone during the period _____ to _____:
    a. Amount allocated under each head during budget estimates and revised estimates for each year.
    b. Amount actually spent under each head for each year

2. Please intimate the Municipal Ward in which the following address falls:

3. Please provide the list of works carried out or items purchased by the horticulture department in the above ward during the period _____ to _____. The list should contain the following details:
    i. Name of work
    ii. Work order no
    iii. Rate at which work awarded
    iv. Amount sanctioned
    v. Amount paid so far
    vi. Head of account
    vii. Status of work
    viii. Name of agency
    ix. Date of start
    x. Date of completion
    xi. Basis of decision to do that work
    xii. Sketch of each work
    xiii. Copy of layout sketch of this ward.
    b. I would also like to inspect the work order registers for this ward for the above period to ascertain that the list provided to me is correct. Please intimate the date, time and venue when I could come and inspect the same.
4. Please give the addresses of all the parks maintained by horticulture department in the area _____.
5. Please give the sanctioned strength and working strength of employees at each level from bottom to the level of DC (Zone) employed in horticulture.
6. We wish to draw your attention to the following parks:

7. Please give the names, contact nos and office addresses of employees (at all levels), who have jurisdiction over these parks?
8. Please provide the duty chart and duty timings for employees in these parks.

9. What activities of daily, weekly, monthly, quarterly or annual maintenance are supposed to be carried out on these parks as per rules including watering , weeding out etc. Which employees are supposed to carry out these activities?
10. Have these activities been carried out during the period _____ to _____?
11. Who is the supervisory officer? Is he supposed to inspect the maintenance work daily? Did he inspect the work daily during the above period? Did he find the work satisfactory?
12. Please give the list of all works carried out on these parks during the period _____ to _____.

Under sec 2(j)(i) of the Right to Information Act, 2005, we would like to inspect all works at question 12 above. Please indicate the date, time and venue when we should come and inspect the works. At the time of inspection, we would also like to inspect the records related to these works.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 10: Commercialization

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

A large number of properties in Defence Colony are using their premises for commercial purposes in violation of all the rules and laws, thus causing inconvenience to the residents. Please provide following information on this issue:

1. List of all the properties, which are being used for commercial purposes, in Defence Colony, in violation of laws.
2. Please intimate the nature of violation in each case.
3. When did each of this violation first come to the knowledge of MCD?
4. Please indicate in detail the process followed by the MCD for taking action against such violations, as soon as such violations come to the notice of the MCD.
5. Please give the details of the laws, rules or Government orders, which are violated by such commercial use of residential properties.
6. Please indicate the punishment prescribed under various laws for such violations. What is the exact process followed by MCD to impose such punishment.
7. What steps have been taken by the authorities in each case so far. Please give details of each case separately?
8. If no steps have been taken in any case, why?
9. I would like to inspect all the files related to action taken on each of these violations. Please intimate the date, time and venue, when I can come to inspect these files.
10. Please provide the names, designations and contact details of the officials who have the duty to take action against these violations.
11. Are these officials guilty of violation of sec 217 of IPC and sec 13(1)(d) of Prevention of Corruption Act for not taking action as per law and as required of them?
12. These officials are guilty of conniving with the offenders of law and procuring benefit to them in contravention with the law. They are also guilty of abetting the crime through their inaction. They are also guilty of dereliction of duty. By when will these cases be referred to the vigilance?
13. What further action will be taken against the officials and when?
14. By when will the said violations be removed now?
15. How many complaints has the MCD received from any quarters regarding commercial use of residential properties in Defence Colony during the period 1.4.2000 to 31.3.05. Please indicate the daily progress made on each of these complaints.
16. Please give the names and designations of the officials with whom each of these complaints were lying during this period. Please intimate the periods when it was lying with which officer and what was the action taken by that official during that period.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 11: Encroachments

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

The following properties have encroached on the public land:

Please provide following information:

1. Please intimate the size of public land on which encroachment has been done.
2. Please intimate the nature of encroachment.
3. Please indicate whether this encroachment is already in the knowledge of the authorities. If yes,
4. When did it first come to their knowledge
5. What steps have been taken by the authorities to remove it till now
6. If no steps have been taken, why?
7. I would like to inspect all the files related to removal of this encroachment. Please intimate the date, time and venue, when I can come to inspect these files.
8. Please provide the names, designations and contact details of the officials who are supposed to remove these encroachments.
9. Are these officials guilty of violation of sec 217 of IPC and sec 13(1)(d) of Prevention of Corruption Act for not taking action as per law and as required of them?
10. What action will be taken against the officials and when?
11. By when will the said encroachment be removed?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 12: List of all works carried out in a ward

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
Please provide the following information related to work carried out by MCD in our Ward:

1. Please intimate the MCD ward in which the following address falls:

(give your address here)

2. Please provide a list of all the works awarded by Engineering Division (both maintenance and project divisions) of MCD in this **whole ward** for the period _____ to _____. The list should contain the following details:

a. Name of the work
b. Work Order No
c. Name of contractor
d. Date of start
e. Date of completion
f. Rate at which work awarded
g. Sanctioned amount
h. Amount paid so far
i. Head of account
j. Status of work
k. Basis for decision to undertake this work
l. Sketch of each of these works
m. Copy of the Layout sketch of this ward

2. I would also like to inspect the work order registers for this division for the above period to ascertain that the list provided to me is correct. Please intimate the date, time and venue when I could come and inspect the same.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…. / If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 13: MLA Development Fund

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005
Sir,
1. Please intimate the constituency in which the following address falls:

(Give your address here)

2. Please provide the following details for all the works awarded during the period _____to _____for this whole constituency out of the MLA Constituency Development Fund:
    a. Name of work
    b. Brief Description of work
    c. Amount sanctioned
    d. Date of sanction
    e. Status of completion
    f. Name of agency
    g. Date of start
    h. Date of completion
    i. Rate at which work awarded
    j. Amount paid
    k. Copy of sketch
    l. How was the decision taken to carry out this work?
2. How much money was allotted to him during the current year and how much has been carried over from previous years?
3. Out of the above, projects worth how much money have already been sanctioned?
4. How many projects worth how much money are awaiting sanction?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 14: Public Grievance redressal system

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005
Sir,

Please provide the following information:

1. Please give a list of all the grievances received from the public during Fys _____.
2. Please give copies of all these grievances.
3. What action has been taken on each one of these so far?
4. As per rules and law, in how much time should each one of them be resolved?
5. What penalty is prescribed against the officials if they do not adhere to these time limits?
6. What are the reasons for delay in each of the grievances?
7. What action would be taken against the officials in each case of delay?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Thank you,

Sample 15: Status of all corruption complaints

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005
Sir,

Please provide the following information:

1. List of all complaints received by the CVC during the period 1.1.05 to 31.12.05 containing brief description of complaint, whether complaint was anonymous, date of complaint, details (name and designation) of official or authority complained against.
2. Which of the above complaints were rejected immediately and which ones were taken up for subsequent investigations? Date of initiating investigations or brief reasons for rejecting, as the case may be.
3. Which one of those taken up for subsequent investigations, have been closed? Brief reasons for closing each one of them.
4. According to various laws, guidelines, rules, procedures, manuals etc, in how much time should an investigation be completed after its receipt at CVC? Please provide copies of such guidelines, which prescribe time limits for various stages starting from receipt of a complaint up to filing of prosecution or imposition of penalties.
5. How many total cases have been received in the Commission since 1.4.02. How many of them were rejected immediately and which ones were taken up for subsequent investigations? In how many of those cases taken up for subsequent investigations, were the above time limits followed?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 16: Misuse of official vehicles

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005
Sir,

Please provide the following information:

1. Please provide copies of log books of the all the official vehicles, which are either at the disposal of _____ or were used by him/her during the FY _____.
2. Please provide a copy of the rules that apply to the usage of official vehicles by politicians/bureaucrats at his/her level. Please also provide copies of rules governing recovery of excess usage done by them.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 17: Inspection of works

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

1. Section 2(j)(i) of the Right to Information Act, 2005 gives a right to every citizen to inspect any work. I wish to inspect the following work. Please let me know the date, time and venue when I should come to inspect this work.

2. I would like to inspect the following documents related to this work at the time of inspection. These records should be made available to me for inspection when I come for inspection of the above work:

    a. Measurement Book
    b. Details of Estimates
    c. Sketches

    If I desire to take copies of any of the above documents or parts thereof, I would intimate the same after inspection. I request that the copies should be provided to me after charging prescribed fee.

3. Section 2(j)(iii) also gives a right to the citizens to take sample of material. I would like to take sample of material of the above work. The sample should be collected by the Department in my presence from the place of my choice and should be sealed and certified to be a true sample of material of that work.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 18: School teacher or a doctor being absent or not punctual

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

I want the following information regarding ……. school/hospital located in my village/block/city.

How many employees are working in the above mentioned institution? Provide a list of all the employees with following information:

Name
Designation
Job profile/details of duties
Tenure of service in the present office
Daily record of the IN and OUT time of the employee

Kindly provide a copy of the attendance register of the past 6 months of all the above mentioned employees.

What is the provision for action to be taken against an employee who is not punctual and remains absent without prior intimation in the institution. Kindly provide a copy of the rules, regulations and directions regarding the same.

What action has been taken against the employees who have not been punctual or have remained absent from work as per the above mentioned rules, regulations and directions in the last 6 months?

Kindly provide the details of the leaves availed by the above mentioned employees (leaving the weakly offs and the gazetted holidays) in the last 6 months.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 19: Scarcity of medicines in hospitals

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
Provide the following information regarding .....hospital at…….

1. What is the total amount of money spent on the purchase of medicines between (date)……to (date)……? Provide a copy of the register (purchase and stock) for the last…… months.

2. What is the total amount of money spent on medicines which were distributed free to the patients in the above mentioned period? Provide a copy of the register which contains the list of the number of patients who received the free medicinal facility, their names, addresses etc.

3. Provide details (name, designation and contact) of the officers appointed for the purchase and distribution of the medicines in the hospital.

4. Provide complete details (with name and contact address) of the agencies from which the medicines were purchased in the above mentioned period.

5. What kinds of ailments come under the purview of free medicinal facility in this hospital?

6. What is the basis on which medicines are distributed free in the hospital?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 20: Details of Mid Day Meals Scheme

Public Information Officers
(Name of the Department)
(Office)
(Place)
Sub: Application under the RTI Act, 2005
Sir,
Kindly provide the following information under the Right to Information regarding the Primary School of ……..:

1. Provide details of the mid day meals scheme of the above mentioned school with the following particulars:

a. Provide the details of the food materials supplied to the above mentioned school between …….. to ……. with monthly details.
b. According to the departmental records the above mentioned food materials were to be distributed to how many students?
c. Which ration dealer/agency supplied the above mentioned food materials? Provide complete details.
d. On what basis was the above mentioned ration dealer/agency selected? Provide an attested copy of all the rules and directions issued by the government regarding the same.
e. Provide an attested copy of all the departmental orders regarding the supply of food materials to the school

2. Provide an attested copy of all the governing orders/directions issued by the government and the department for the better implementation and maintenance of standards of the Mid Day Meals Scheme.

3. Provide an attested copy of all the rules/regulations/laws/directions issued by the department to combat black marketing/corruption in the Mid Day Meals Scheme.

4. Did the Department receive any complaint regarding the Mid Day Meals from the above mentioned school? If yes, then provide the related details containing the name of the complainant, address, action taken on the complaint. Was an enquiry conducted in this regard? If yes, provide a copy of the enquiry report.

5. If some school is unable to utilise the full amount of the food supplied due to some reason, then what provisions have been made by the department for the disposal of such food material? Provide an attested copy of the rules/directions regarding the same.

6. Kindly provide an attested copy of the rules, regulations, directions, orders and circulars regarding the Mid Day Meals Scheme.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 21: Details of distribution of uniforms/books in schools

Public Information Officers
(Name of the Department)
(Office)
(Place)
Sub: Application under the RTI Act, 2005

Sir,

Provide the following information related to the primary school of the ……..

1. Have the uniforms/books for the year……. And year……. Been distributed to the students of the above mentioned school? If yes, then how many students have the uniforms/books been distributed to? Provide a list of the students who have received the uniforms/books with the following particulars:

- Name of the student
- Date on which the uniforms/books were distributed to the students
- A photocopy of the receipt registers of the students.

2. If the uniforms/books have not been distributed then provide the following particulars:

- Why have the uniforms/books not been distributed till now?
- According to the rules and regulations what is the maximum time limit within which the uniforms/books should be distributed from the beginning of the session?
- Who were the officers responsible for the distribution of the uniforms/books? Convey their names and designation.
- What action will be taken against such officer/employee who shirks from work and causes problems for the people? When will this action be taken?

3. Provide a copy of the governing orders/directions issued by the government related to the distribution of in the schools.
4. Provide the name and designation of the officer/employee is responsible for the problems faced by the students due to the non distribution of the uniforms/books. What action will be taken against him? When will this action be taken?

5. By when will the students receive the uniforms/books?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 22: Details of repair and other expenditure of a school

Public Information Officers
(Name of the Department)
(Office)
(Place)
Sub: Application under the RTI Act, 2005

Sir,

Provide the following information related to …….school of …….

1. How much money was allocated to the above mentioned school in the time period ……..to …… Provide details of the allocated money with the following particulars:

- Year of allocation
- Amount
- Purpose/work for which the money was allocated
- Amount of actual expenditure incurred
- Work/purpose for which the expenditure was incurred

2. Provide the details of the amount of expenditure incurred in the above mentioned school in the past two years with the following information:

- rk/purpose for which the expenditure was incurred
- Brief description of the work/purpose
- Approved fund/amount for the work/purpose
- Date of approval of work/purpose
- Position/ state of completion of work or the ongoing work
- Name of the agency responsible for getting the work done
- Date of commencement of work
- Date of completion of work
- What is the rate at which the contract for work has been given?
- How much money has already been paid?
- An Attested copy of the sketch of the work
- When and on which basis the decision for getting the work done was taken? provide a copy of the decision
- Provide the names of the Assistant Engineer and the super intending engineers who supervised the work and approved the payments. Which part of the work was supervised by him?

  3. Provide the details of the expenses incurred and plans/schemes of the above mentioned school in the year……. With following information:
  - Name of the work for which the money was spent
  - Brief description of the work
  - Approved fund/amount for the work
  - Name of the agency responsible for getting the work done
  - Date of commencement of work
  - An Attested copy of the sketch of the work
  - When and on which basis the decision for getting the work done was taken? provide a copy of the decision

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 23: Details of scholarships in a school

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

Provide the following details relating to the distribution of Scholarships in …… school.

1. My Son/Daughter is a student of class……. Of the above mentioned school. His/Her name is ……. Is he/She eligible to get the scholarship this year according to your records? If yes, what is the amount of scholarship He/She should receive?

2. Has He/She already been given the scholarship amount for the current year according to your records? If yes, then provide a copy of the related documents/registers which contain the above mentioned details.

3. If He/She have not been given the scholarship, then specify the reason for the same. Provide an attested copy of the related documents.

4. How many students receive the scholarship in the above mentioned school? Provide a list of each such student with name, father's name, class etc.

5. How many students receive the scholarship in the year …….? Provide an attested copy of the receipt register which contains the signatures of the students and their parents.

6. What is the basis on which the distribution of scholarships to the students is decided? Are there any rules and regulations for such scholarship distribution? Provide an attested copy of all related governing orders/directions and laws.

7. What is the total amount of funds allotted by the Government for the distribution of scholarships to various students?

8. Has the department made any arrangement/system for the fair and just distribution of scholarships to the deserving students? Provide an attested copy of the related documents.

9. If a student has not received the scholarship yet, then specify the reason. Provide a list of all such students who have not been given the scholarship yet with the following particulars:

- Name of the student
- Father's name
- Reason for not being given the scholarship

10. Specify the names and designation of the officers responsible for the non payment of scholarships on time. What action will be taken against such officers according to departmental rules and regulations? When will this action be taken?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 24: Details of Ration

Public Information Officers
Food and Supply officer
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
I am a resident of ……. Village. I have been given ……. Ration card, card number…….. My Ration Card shop number is …… and Kerosene oil depot number is …….. in the register.

Provide the following information regarding the same:

1. Provide the details/factual account of the ration and kerosene oil issued on my ration card per month, according to your records with the following particulars:

- Month
- Amount of ration and kerosene oil issued
- Date of providing the ration and kerosene oil
- Amount paid for each of the above
- A photocopy of the receipt of the above mentioned amount.

2. Provide an attested copy of the following records of the ration shop and kerosene oil depot of the last six months:

- Master card Register
- Daily sale register
- Daily stock register
- Monthly stock register
- Assessment book
- Cash memo

3. How many complaints have been received against the above mentioned ration shop and the kerosene oil depot? Provide a list of such complaints with the following particulars:

- Name of the complainant
- Brief description of the complaint
- Date of complaint
- Description of the action taken on the complaint
- Name, designation and address of the officer who took action on the complaint

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 25: Description/Details of the survey done for BPL selection

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
Kindly provide the following information related to the survey done for Below Poverty Line (BPL) of …… village.

1. How many people are BPL card holders in the above mentioned village?Provide a list of such card holders with following particulars:

- Name of the card holder
- Father's Name
- Card Number
- Number of members on the card(unit)

2. On what basis was the BPL card for the above mentioned card holders made?Provide a copy of the documents submitted by the cardholders for the same.

3. When was the last survey for the BPL selection in the above mentioned village done? Provide a copy of the survey report, also specify the name and designation of the survey officer.

4. What were the criteria/yardsticks employed for the various families in the BPL selection survey? Provide a copy of the related governing orders/rules/directions.

5. Was a review done after the above mentioned survey? If, yes then provide a copy of the related documents.
6. Provide a copy of the governing order/rules and directions related to the review.

7. Was a case of any irregularity reported during the survey? If yes, then what action was taken on the complaint? Provide a copy of the related details.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours sincerely,

Sample 26: Details of the action taken on the Old Age and Widow Pension application

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
I had made an application for Old age/ Widow Pension on …….. in you department (copy of application is attached) .No satisfactory action has been taken on my application so far.

1. Please provide the daily progress made on my application. Please give the names and designations of the officials with whom my application was lying during this period. Please intimate the periods when it was lying with which officer and what was the action taken by that official during that period.

2. Kindly provide the list of names and designations of the officials who were supposed to take necessary action on my application but did not do so.

3. Provide the details of the officials/employees (names, designation and address) responsible for the selection of the beneficiaries of the Old Age/widow pensions.

4. According to the rules and regulations of your department what is the stipulated time within which the Old Age/widow pensions should be approved? Was this time limit adhered to in my case? If no, then provide the details of the official/employee with the name, address and designation, responsible for such discrepancy.

5. What action will be taken against such officer/employee who shirks from work and causes problems for the people? When will this action be taken?

6. Since when (date) did I start receiving my Old Age/widow pension?

7. Provide a list of all applications which were received by the department after the receipt of my application. Mention the following details in the list:
Name of the applicant
Application number
Date of Application
Brief details of the action taken on the application (approved/disapproved/pending)
The reason for disapproval of the application
Date of action

8. Kindly provide a photocopy of that part of the records which contains the above mentioned particulars.

9. If an action has been approved out of turn after the receipt of my application, then provide an explanation for the same.

10. What are the eligibility criteria for Old Age/widow pensions? Kindly provide an attested copy of all the governing orders/directions regarding the same. Also provide the details of the process of selection of the beneficiaries of the Old Age/widow pensions.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 27: Details of Old age/Widow pensions

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
I receive Old Age/Widow pension. My account no. is: ……. . But I have not received my pension since…….. I want the following information under Right to Information regarding the same:

1. How many times and when have I been paid the pension according to the departmental records in the last one year? Provide its monthly details with the following particulars:

- Amount of pension payment
- Date of payment
- Photocopy of those pages of the records which contains the details of my payments.

2. In……. how many people are being paid the Old Age/Widow pension according to the departmental records? Provide a list of such people with the following details

- Name and address of the pension receivers(pensioners)
- Age of the pension receiver(pensioner)
- Amount of pension payment
- The payment is being done in cash or through cheque
- A copy of the payment registers containing the details of last one year

3. Who are the Officers/employees responsible for the pension payments? Provide their details with name and designation.

4. How many times are Old Age/Widow pension payments made in a year? What is the last date for the pension payments? When have the payments been made in the year 2005-2006?

5. If my payment has not been done during…….. . then which officer/employee is responsible for such discrepancy? Provide the details of those officers/employees with the details of their names, addresses and designation.

6. What action will be taken against such officer/employee who shirks from work and causes problems for the people? When will this action be taken?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 28: Details of Hand pumps

Public Information Officers
(Name of the Department)
(Office)
(Place)
Sub: Application under the RTI Act, 2005

Sir,
Provide the following information regarding the Hand Pumps of ……..

1. According to your records how many Hand pumps have been installed in the above mentioned village? Provide a list of such Hand Pumps with the following particulars:

- Name of the place where the Hand Pumps is installed
- Date of installation of the Hand Pumps
- Expenditure (amount) incurred on the installation of the Hand Pumps
- Under/from which head has this payment been made
- What is the present condition of the Hand Pumps(working/not working/closed)
- How many times have the Hand Pumps been repaired after being installed? Provide the chronological details.
- Provide the details of each repair expenditure.

2. Are these Hand Pumps checked/inspected regularly by the government? Provide the details of the officers/employees with their names, designation and duties responsible for the same.

3. When were the Hand Pumps checked/inspected the last time? Provide the name, designation and duties of the officer/employee responsible for the same.

4. What is the basis on which the number of hand pumps to be allots /installed in a village is decided (population/area/expanse/others). Provide an attested copy of the rules, regulations, directions and the governing orders for the same.

5. Has the purity of the drinking water from the Hand Pumps been tested/verified/checked? If yes, then provide the name and designation of the officer/employee responsible for the same and also provide an attested copy of the enquiry/test report.

6. Do the villagers bear a part of the expenses incurred on the installation/repair of th Hand Pumps? If yes, then provide an attested copy of the governing orders and directions regarding the same. Provide a list of the villagers (name and addresses) from whom the payment for the above mentioned Hand Pumps has been taken/extracted

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 29: Details of electrification

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

Kindly provide information related to the electricity system of the ……village.

1. According to the departmental record in which villages is electricity supplied?

2. How many houses in the above mentioned village have an electricity connection? Provide the names and addresses of each such house.

3. If the electricity facility is not available in the village, then specify the reason.

4. Which block does this village fall into? How much funds have been allocated for the electrification of the block in the past 10 years. Specify the yearly details.

5. Has a contractor/agency been employed for the electrification and its maintenance in the block? If yes, then provide the following information:

- Work/purpose for which the expenditure was incurred
- Brief description of the work/purpose
- Approved fund/amount for the work/purpose
- Date of approval of work/purpose
- Position/ state of completion of work or the ongoing work
- Name of the agency responsible for getting the work done
- Date of commencement of work
- Date of completion of work
- What is the rate at which the contract for work has been given?
- How much money has already been paid?
- An Attested copy of the sketch of the work
- When and on which basis the decision for getting the work done was taken? provide a copy of the decision
- Provide the names of the Assistant Engineer and the super intending engineers who supervised the work and approved the payments. Which part of the work was supervised by him?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 30: Description of Land and Lease of Gram Panchayat (not done)

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
Provide the following information related to land in …….. Gram Panchayat:

1. Provide the following information regarding the details land in ……. Gram Panchayat with an attested copy of the sketch:

- How much area of the total land is agricultural land (Raqba no. and Total area)
- How much area of the total land is infertile? (Raqba no. and Total area)
- What is the total area on which the fodder house is located? (Raqba no. and Total area)
- What is the total area of land owned by the village society? (Raqba no. and Total area)
- What is the total area of the burial ground of the village? (Raqba no. and Total area)
- What is the total area of the land on which the well is located? (Raqba no. and Total area)

2. How many families of the above mentioned Gram Panchayat have been given the following lease in the past 25 years? Provide the details with an attested copy of the sketch:

- Agriculture land lease (Raqba no. and Total area)
- Housing lease (Raqba no. and Total area)
- Mining lease(Raqba no. and Total area)
- Forestation lease(Raqba no. and Total area)
- Any other lease (Raqba no. and Total area)

3. How many landless families of the above mentioned Gram Panchayat have been given land on lease during …….to …… Provide a list of such lessees with the Raqba no. and Total area and an attested copy of the related sketch**:**

- Name of lessee
- Name of lessee's father
- Address of the lessee
- Date of granting the lease

4. How many families of the above mentioned Gram Panchayat have been granted agricultural lease during …… to ……? Provide a list of related details along with Raqba no. and Total area and an attested copy of the related sketch**:**

- Name of lessee
- Name of lessee's father
- Address of the lessee
- Date of granting the lease

5. How many families of the above mentioned Gram Panchayat have been granted Housing lease during …… to ……? Provide a list of related details along with Raqba no. and Total area and an attested copy of the related sketch**:**

- Name of lessee
- Name of lessee's father
- Address of the lessee
- Date of granting the lease

6. How many families of the above mentioned Gram Panchayat have been granted Mining lease during …… to ……? Provide a list of related details along with Raqba no. and Total area and an attested copy of the related sketch**:**

- Name of lessee
- Name of lessee's father
- Address of the lessee
- Date of granting the lease

7. How many families of the above mentioned Gram Panchayat have been granted Mining lease during …… to ……? Provide a list of related details along with Raqba no. and Total area and an attested copy of the related sketch**:**

- Name of lessee
- Name of lessee's father
- Address of the lessee
- Date of granting the lease

8. How much land of the village society out of the total land of the Gram Panchayat is yet to be utilized for granting on lease? Provide related details along with Raqba no. and Total area and an attested copy of the related sketch

9. What efforts/ measures have been undertaken by the department for granting lease to the landless families of the Gram Panchayat? Provide the details of (Name and designation) the officer/employees responsible for such efforts. Provide an attested copy of all related governing orders and directions.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 31: Description/Details of expenditure of the Gram Panchayat

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
Provide the following information related to …….. Gram Panchayat.

1. What is the total amount of funds/money allocated under various heads/schemes to …….. Gram Panchayat during the year 2001-06?

2. Provide the following details of works done by the above mentioned Gram Panchayat with following particulars:

- Work/purpose for which the expenditure was incurred
- Brief description of the work/purpose
- Approved fund/amount for the work/purpose
- Date of approval of work/purpose
- Position/ state of completion of work or the ongoing work
- Name of the agency responsible for getting the work done
- Date of commencement of work
- Date of completion of work
- What is the rate at which the contract for work has been given?
- How much money has already been paid?
- An Attested copy of the sketch of the work
- When and on which basis the decision for getting the work done was taken? provide a copy of the decision
- Provide the names of the Assistant Engineer and the super intending engineers who supervised the work and approved the payments. Which part of the work was supervised by him?

3. Provide the expenditure (incurred) details of the …….. Gram Panchayat in the year ……. On various works/schemes:

- Name of work on which the expenditure was incurred
- Brief description of the work
- Approved fund/amount for the work/purpose
- Name of the agency responsible for getting the work done
- Date of commencement of work
- An Attested copy of the sketch of the work
- When and on which basis the decision for getting the work done was taken? provide a copy of the decision

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 32: Details related to A.N.M

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

Provide the following information related to the ANM working in the ……. Gram Panchayat.

1. Provide the following regarding the ANM working in the above mentioned Gram Panchayat :
- Name
- Designation
- Date of taking charge in the Gram Panchayat
- Description of duties/responsibilities
- Time of reporting for duty daily

2. Provide a copy of the attendance register of the last 6 months of the said ANM.

3. Provide a list of the Vaccines and the medicine distribution done by the said ANM in the last one year with the following details:
- Name and address of the beneficiary/recipient
- Name of the medicine and dot/Vaccines provided
- Date of provision of the dot/Vaccines

4. What action can be taken against the ANM if she does not do field visit of the village on time? Kindly provide a copy of the related rules/regulations and directions.

5. Provide a copy of complaint (if any) against the said ANM for not being punctual or being absent from work with the following information:
- Name of the complainant
- Brief description of the complaint
- Date of complaint
- Description of the action taken on the complaint
- Name, designation and address of the officer who took action on the complaint

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 33: Details/Description of the Job Card, Employment and unemployment doles under the NREGA

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

Provide the following information related to the ……..village of …….block:

1. How many applications for employment job card have been received under the NREGA from the above mentioned village? Provide a list of such applications with following details:

- Name and address of the applicant
- Application Number
- Date of application
- Brief description of the action taken on the application (Job Card made/not made/under process)
- If the job card was not made then specify the reason
- Date on which the job card was made

2. How many people out of the people who have been given the job card have applied for work? Provide a list of such people with the following information:

- Name and address of the applicant
- Date of application
- Name of the work given
- Date on which the work was given
- Amount of payment made for the work and the date of payment
- An attested copy of that part of the register where the details of the payment have been noted
- Specify the reason if the work was not given
- Are they being given the unemployment doles

3. Provide a list of the villagers who are receiving or have already received the unemployment doles under the NREGA with the following particulars:

- Name and address of the applicant
- Date of application
- Date on which the unemployment dole was given
- Amount of payment made unemployment dole and the date of payment
- An attested copy of that part of the register where the details of the payment have been noted

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 34: Details of work requested under the employment guarantee scheme

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,

I am a resident of …….. Village. I had applied for employment under the NREGA scheme. My Job card number is:…… Kindly provide the following information regarding the same:

1. What action has been taken on my application according to your records? Was work given/allotted to me? If yes, then provide the following information:

- Name of work
- Date on which the work was allotted
- Position of work (in progress or over)
- The time period for which I received work after I applied for work
- Amount of payment made for the work
- Date on which the payment was made
- An attested copy of that part of the register where the details of the payment have been noted

2. If I have not been allotted work till now then specify the reason. What is the time limit within which work is allotted after applying for work under the NREGA scheme? Provide an attested copy of the related rules or citizen charter or any other order/regulations and directions.

3. After how many days of not providing the work after applying for it under the NREGA scheme is the unemployment dole given?
4. Am I supposed to receive the unemployment dole according to your records? If yes, then am I being given the unemployment dole? If yes, then provide the following information:

- Date from which I am Receiving the unemployment dole
- How much payment has been done? Kindly provide the date wise details
- An attested copy of that part of the register where the details of the payment have been noted

5. Provide a list of all those people from my village who have been given the job card and applied for work with the following details:

- Name and address of the applicant
- Date of application
- Name of the work given
- Date on which the work was given
- Amount of payment made for the work and the date of payment
- An attested copy of that part of the register where the details of the payment have been noted
- Specify the reason if the work was not given
- Are they being given the unemployment doles

6. What action can be taken against the officers/employees who do not provide the work or the unemployment doles in the stipulated time period and when will this action be taken?

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to

your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 35: Details of job card application under the job guarantee scheme.

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
I am resident of …….. village. I had applied for employment job card under the NREGA scheme on …….. Provide the following information regarding the same:

1. Please provide the daily progress made on my application. Please give the names and designations of the officials with whom my application was lying during this period. Please intimate the periods when it was lying with which officer and what was the action taken by that official during that period. Please give the proof of receipt and dispatch of my application in the office of each of these officials.

2. According to your rules or citizens charter or any other order, in how many days should a job card be made after the receipt of the application for job card under the NREGA scheme? Please provide a copy of such documents.

3. Provide a list of such officials who have not adhered to the time limit mentioned in these rules. What action will be taken against these officials and when will this action be taken?

4. When will my job card be made?

5. How many applications for Employment job card under the NREGA scheme , have been received till now from my village. provide a list of such applicants with the following details:

- Name and address of the applicant
- Application Number
- Date of application
- Brief description of the action taken on the application (Job Card made/not made/under process)
- If the job card was not made then specify the reason
- Date on which the job card was made

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,

Sample 36: Details of Indira Awaas Yojna Scheme (Not complete)

Public Information Officers
(Name of the Department)
(Office)
(Place)

Sub: Application under the RTI Act, 2005

Sir,
I am a resident of …… village of ……. Panchayat. I am homeless and yet i have not been allotted a house under the Indira Awaas Yojna Scheme. Provide the following information regarding the same:

1. Am I eligible to receive the benefits of the Indirs Awaas Yojna Scheme acoording to governmental records? if no then specify the reason.

2. If yes, then why have I not been allotted a house under the Indirs Awaas Yojna Scheme? Provide the names and designations of the officers/employees responsible ensuring that I receive the benefits of Indira Awaas Yojna Scheme .

3. How many people from my village have been allotted houses under the Indira Awaas Yojna Scheme in the last 5 years? Provide a list of such allottees with the following information:

- Name of the beneficiary
- Date of allotment
- Basis of allotment.

4. Provide an attested copy of the attendance register of the Gram Sabha in which the slection of the beneficiaries of the Indira Awaas Yojna Scheme was done.

5. Have the above mentioned allotments been done on the basis of the BPL List. Provide an attested copy of the BPL list of the above mentioned Panchayat.

6. Provide an attested copy of all the governing orders/directions/rules/regulations related to Indira Awaas Yojna Scheme allotments.

I am depositing the application fee (Rs.10/-) separately/ I am a BPL card Holder, So, I am exempt from payment of fees. My BPL card no. is:…./ If you feel that above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act, 2005/Also as per the provisions of the RTI Act, 2005 please provide the details (Name and Designation) of the first appellate authority w.r.t to your department with the reply to the above request., where I may if required file my first appeal.

Yours faithfully,