To,

Central Public Information Officer,  
District [Name of the District]  
[Full Address]

**Subject: Information under Right to Information Act 2005**

**Dated:** [Enter the Date of RTI Application]

Dear Sir,

Kindly furnish certified copies of my answer-sheets, the details of which are as under:

1. MP Name : [ MP Name]
2. Consitituency Name: [Constituency Name]
3. Nodal District: [Nodal District under MPLAD]
4. Implementing District Name: [Implementing District Name under MPLAD]

**Questions under Right to Information Act:**

1. Please provide me with the certified copies of the work recommended letters by [ MP Name] from the time of his tenure as MP and allotted your District.
2. Also provide information of all the recommendations in the following format

|  |  |  |
| --- | --- | --- |
| Date of recommendation | Name of the work recommended by MP | Amount of the work recommended (In Rs.) |
|  |  |  |
|  |  |  |
|  |  |  |

1. Kindly provide information relating to **all works** recommended by Hon’ble Member of Parliament from the time of him being elected and allotted your District in the following format, as this format is utilized by Ministry of Statistics and Programme Implementation in ‘Works Monitoring System’.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Work Identity Number | Work Name with Location | Priority Number of the (if available) proposal as Recommended by MP | Date of Receipt of Proposal from MP | Whether the work is Sanction | Work cost sanctioned (Rs.) | Executing Agency | Date of Completion |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

I am attaching the prescirbed fees of Rs [Write the fee amount deposited. Check from the University website for teh correct RTI Fees] /- paid through [Write the Mode of Payment Cash /Cheque/Postal Order e.t.c] dated [date of deposition].

Please let me know the amount to be deposited for the Photocopy charges required to get the recommendation letters of Hon’ble Member of Parliament at my postal address or directly to my Mobile via SMS/email.

With Regards,

[Name of Yours here]

[Date of writing RTI Application]

[Full Postal Address along with email & Telephone number]