

# Sample applications

## *Inspect Government Works*

To  
The Public Information Officer  
(Name of the Department)

Subject: Application under the Right to Information Act, 2005

*The Right to Information Act empowers any citizen to inspect any government work or to demand sample of material (section 2(j)(i) & 2(j)(iii)).*

*You can inspect an old work (which has already been completed) or a current ongoing work. If you inspect an old work, you can expose corruption that might have taken place. But if you inspect an ongoing work, you will be able to prevent corruption from taking place.*

*If you also want to inspect old or ongoing works, you can ask for the following information:*

1. According to section 2(j)(i) of the Right to Information Act every citizen has the right to inspect any work. I wish to inspect the following work(s). Please let me know the date(s), time(s) and venue(s) when I should come to inspect these work(s).  
**(Give list of works that you wish to inspect)**
2. I would also like to inspect the following documents related to these works at the time of inspection. These records should be made available to me for inspection when I come for inspection of these work(s):
  - a. Measurement Book
  - b. Details of Estimates
  - c. Sketches
3. According to section 2(j)(iii) of the Right to Information Act, every citizen also has the right to take samples of material. I would like to take a sample of material for each of the above works. Each sample should be collected by the Department in my presence and should be sealed and certified to be a true sample of material of that work.

## ***Take Copies of Ration Documents***

*If some ration or oil shopkeeper is not giving rations properly, you should conduct an audit of him by seeking his records. You should file an application under the Right to Information Act and ask for the following information from the Food Department.*

Please give copies of the following registers for the months of (please specify the months here, for which you want the records) for shop No \_\_\_\_\_:

- a. Card Register
- b. Daily Sales register
- c. Inspection register
- d. Monthly stock register
- e. Daily stock register
- f. Copies of cash memos

*After you receive these records, conduct a physical verification by speaking to card holders and matching the entries in their ration cards. On the basis of this verification, the "quantum of defalcation" (the number and amount of discrepancies found) should be calculated and a complaint should be made with the concerned Assistant Commissioner, Additional Commissioner and the Commissioner, to have the appropriate action taken against the shopkeeper.*

## ***Gas Cylinder Delivery***

*Often, providers of public services, like gas cylinder deliveries, are chronically late. Whether the cause of delay is from lack of supply or because the deliverer is waiting for a bribe, you can find out the details. Asking for this information can often speed up the service remarkably. Here are sample questions to send to the gas cylinder company's PIO.*

1. How many domestic and commercial cylinder gas customers does the **(name of )** gas agency have?**(mention the period of information)**and if there have been any fluctuation in number of customers in any month
2. The number of domestic and commercial customers having one, two and more than two gas cylinders
3. Between **(mention the period of information)** how many gas cylinders did the **(name of )** gas agency procure from **name of supplier (details of demand and supply to be given date wise)**
4. Details of the demand and supply of cylinders to the customers of **(name of)** gas agency **(mention the period of information)** to be given in following chart

Consumer's name and consumer no	No. of cylinders	Domestic or commercial	Date of booking the Cylinder	Date of delivery
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5. Whether the supplier has taken any action against any gas agency in **name of city/town** regarding erratic distribution of gas cylinders if so, names of such agencies details of action taken.

*In many cases, after filing such an application, the service is restored, properly.*

### ***Complete list of all streets and road works carried out***

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 1<sup>st</sup> 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.

## ***Copies of all works carried out in a 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.

## ***Details of all road cuts***

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.

## ***Details of Road repairs carried out***

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.

When will these roads be repaired now?

## ***Encroachments***

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?



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 \_\_\_\_\_.
13. 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.

## ***Commercialization***

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.

## ***Insanitary conditions – sweepers do not work properly***

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.

## ***Inspection of works***

4. 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.
  
5. 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.

6. 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.

### ***Misuse of official vehicles***

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.

## ***MLA Development Fund***

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?

## ***Non-cleaning of garbage bin***

There is a garbage bin at the following address:

Please provide the following information with respect to this garbage bin:

1. Please give the address of the Depot from where the loader and truck for this garbage bin are sent?
2. Please give the vehicle nos of the truck and the loader assigned for picking up garbage from this garbage bin.
3. As per the vehicle beat register maintained at the Depot, please give the time when these vehicles left the Depot and at what time did they return to the Depot on each day from \_\_\_\_\_ to \_\_\_\_\_
4. On each of the days during the above period, please mention the addresses of the garbage bins, which were serviced by these vehicles.
5. Please give the numbers of trips made by this truck on each of these days.
6. On each of these trips, please mention the weight of the garbage picked up by this truck, as per the weighment receipts at landfill sites.
7. This garbage bin has not been cleaned for the last \_\_\_\_\_ days. The area SI is supposed to send balance report to the workshop SI everyday giving details of the garbage left unattended. On the basis of this report, the workshop SI is supposed to get such garbage picked up. Please give copies of balance reports sent by the area SI for each day during this period.
8. Does the balance report for each of these days mention that the garbage at this bin is not being picked up? If no, why has the area SI not been mentioning the same?

## *Pending work in any Dept?*

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?

By when will my problem be resolved now?

## ***Public Grievance redressal system***

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?

## ***Application for seeking records (related to water privatization)***

Please provide following information under the Right to Information Act 2005:

1. Please provide a list of all the files or any other documents etc related to the project titled as \_\_\_\_\_ since the time it was first considered by the Government to approach World Bank or other funding agencies for finance till date. The files should include all aspects of this project including, but not limited to, all correspondence, Minutes of all meetings, award of contracts, payments made, terms of reference for various consultants, all agreements including draft agreements, various reports made by the consultants including draft reports, all file notings, etc.
2. I also wish to inspect all the above files. Since I do not have any idea, whatsoever, of the files available on this subject, I will not be able to mention specifically the names of the files desired by me at this stage. After inspection, I would indicate the documents, which I am interested in and would request copies thereof.
2. Please give a list of all the consultants hired for this project for any purpose at any time, purpose for which it was hired, when was it hired and lists of reports submitted by them so far.
3. What is the present status of this project now? Which Central Government and State Government ministries have accorded what all approvals (including initial in principle approvals, if any) so far?
4. Please give a detailed note on why the project was conceived, how was it conceived and an account of all the developments so far.

I am separately depositing Rs 10 as application fee. I would be grateful if you could intimate the date and time when I could come for inspection.

## ***Status of all corruption complaints***

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 separately depositing Rs 10 as application fee.

Yours sincerely,

## ***Street lights not functioning***

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.

## *Water problem*

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 \_\_\_\_\_.