To,

Public Information Officer,  
Office of the District Planning Officer,  
District Collectorate, **[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 information with regard to MPLAD Works recommended by Hon'ble MP and executed by your District authority:

1. Name of Hon'ble MP: **[ MP Name]**
2. Name of Constituency: **[Constituency Name]**
3. Nodal District: **[Nodal District under MPLAD]**
4. Implementing District Name: **[Name of District Implementing Works under MPLAD]**

**Information sought under Right to Information Act:**

1. Please supply me with certified copies of all letters of recommendation of works received from sh. / smt. **[ MP Name],** Hon'ble MP, to undertake those works under MPLADS, during his current tenure as MP and allotted to 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. Secondly, kindly provide information relating to all works recommended by Sh. / Smt. **[ MP Name]** Hon’ble Member of Parliament during his current tenure as MP and allotted to 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 |
|  |  |  |  |  |  |  |  |
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I am attaching the prescribed RTI Application Fee of Rs. **[Write the fee amount deposited. Check from the Collectorate website for the correct RTI Fees]** /- by way of **[Write the Mode of Payment Cash /Cheque/Postal Order / Challan]** dated **[date of deposition]** or Adhesive Court Fee Stamp e.t.c.

Please inform me the amount of further charges, for supplying above information, at my postal address.

Yours faithfully,

**[Signature]**

**[Your Name]**

**[Date of writing RTI Application]**

**[Full Postal Address along with Pin Code]**