

To,

The Central /Public Information Officer,
Regional Passport Office,

_____ ,

Pin: _____ ,

Respected Public Information Officer,

From

(Applicant address)

_____ ,

Subject: Application for Information under Right to Information Act 2005

I, _____, a citizen of India, request you to kindly provide me the following information under the Right to Information Act, 2005:

1. Please inform me the Name, Designation , Address, Office Telephone number of the Officer of the _____ Municipal Corporation, who is responsible for the maintenance of Roads located at _____ near _____ of _____. I am particularly concerned about the road which goes from _____ towards _____ and towards _____ (Give specific details of road ,which you want to know)

2. How often is the above-mentioned officer supposed to carry out the inspection of the roads and check their condition?

3. a) When was the last date and time when the officer carried out an inspection of the roads located in _____?

b) Please provide me with a certified copy of the Action Taken Report based on the inspection report made by the officer after inspecting the roads in _____ area.

4. Please give a list of all the works related to improvement of roads and streets carried out in this area during the period from _____ to _____

5. How many times have repairs (both minor and major) been carried out on each road and street in this area?

For each repair work, the list should contain:

- a. The length of the street or the road repaired and identify the starting and the ending point by house
- b. Numbers or other methods (like a small hand drew sketch)
- c. Exact location of spots where the work was carried out
- d. The name of the work
- e. Work order no.

- f. Length of repair
- g. Average width of repair
- h. Method of repair
- i. What was the composition of repair
- j. Actual date of start
- k. Actual date of completion
- l. Amount paid or payable
- m. Status of work
- n. Name of the contractor
- o. Mode of improvement of that road or street

6. 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. Please let me know a date and time and the venue where I can come for inspection.

7. The roads are totally broken these days. Please give specific reasons for the bad condition of each of these roads separately in a table format stating Name of the road, starting and ending point and the reason for the poor condition.

8. If any of the roads is broken due to water stagnation on the road, please intimate whether it is due to wrong design , wrong execution, poor quality material or due to clogged drains or any other reason ?

9. If it is due to wrong design, wrong execution, poor quality materials, how was the payment passed ?

10. What action will be taken against the engineer who inspected the road and let it pass like this?

11. If it is due to clogged drain, please provide the following information from the concerned department which dealt with it:

- a. When were these drains cleaned during the stated period ?
- b. Give a copy of the measurement book of the cleaning carried out?
- c. Provide the names of the officials who inspected and passed the payments.?
- d. By when will action be taken against them and what action will you take?

12. a. What enquiries will be made to ascertain the quality of the roads?

b. How will you fix responsibilities?

c. By when the enquiries will be completed?

13. What enquiries will be instituted against the engineers who are responsible for the bad quality of road constructed ?

14. How many written or verbal complaints has the _____ Municipal Council/Corporation received regarding the poor conditions of Roads in the _____ Area?

Please give me the following information about each of the complaints:

- a. Date of complaint
- b. Daily progress of the complaint received
- c. Action taken on the complaint received
- d. Date of reply given to the complainant and a gist of the reply

I hereby inform that following formalities have been completed by me:

1. That I have deposited the requisite fee of Rs. _____/- by way of Cash / banker cheque / Draft / Postal Order/ others (Write the serial number of DD / Cheque/Postal Order) favoring _____ dated _____.
2. That I belong to Category of below Poverty Line (BPL): Yes / No (Strike whichever is not applicable). If yes, I am attaching the valid photocopy of the certificate. Yes / No
3. That I am 'Citizen' of India and I am asking the information as 'Citizen
4. I assure that I shall not allow/ cause to use/ pass/share/display/ or circulate the information received in any case and under any circumstances, with any person or in any manner which would be detrimental to the Unity and Sovereignty or against the Interest of India.

Name & Signature:

Address:

Mobile No. :