

Subject: Request for Information under the Right to Information Act, 2005

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to you as a concerned citizen to seek information regarding the work environment for disabled employees and training programs for disabled individuals in [PowerGrid PSU Company]. Additionally, I would also like to inquire about the transfer policy for disabled employees and the number of transfer requests processed for disabled employees in the past three years.

I kindly request you to provide the following information:

1. Details of the work environment provided for disabled employees in [PowerGrid ], including any specific facilities or accommodations available to ensure their comfort and productivity.
2. Information regarding any training programs or initiatives undertaken by [PowerGrid ] to enhance the skills and employability of disabled individuals.
3. The transfer policy specifically designed for disabled employees in [PowerGrid ], outlining any provisions or considerations made to cater to their unique needs and circumstances.
4. The total number of transfer requests processed for disabled employees in [PowerGrid PSU ] in the last three years, categorized by year.

I would appreciate it if you could provide the requested information in both electronic and hard copy format. If any part of my request is exempt from disclosure under the act, I kindly request you to provide the reasoning behind such exemption.

As per the provisions of the Right to Information Act, 2005, I am willing to pay any fees required for obtaining the requested information. Please inform me of the applicable fees and payment methods.

I look forward to your prompt response within the statutory time period of 30 days as prescribed by the Act. Your cooperation in this matter will be highly appreciated.

Thank you for your attention to this matter.

Yours sincerely

Advocate Swati tiwari