

The Right to Information Act, 2005

Application for Obtaining Information

From

[Your Full Name]

[Your Address]

[City, State, Pin Code]

[Email Address]

[Phone Number]

To

The Public Information Officer

[Dharani Office/Revenue Department Name]

[Office Address]

Subject: Request for Information Regarding Dharani Application No. [Insert Dharani Application Number]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding my Dharani-related land issue. The details of my request are as follows:

Details of the Applicant:

- **Name:** [Your Full Name]
- **Address:** [Your Address]
- **Email:** [Your Email Address]
- **Phone Number:** [Your Phone Number]

Details of Information Required:

- **Dharani Application Number:** [Insert Application Number]
- **Date of Application Submission:** [Insert Submission Date]
- **Issue Description:** [Provide a brief description of the issue, e.g., Mutation Request, Ownership Discrepancy, Boundary Issues]
- **Village:** [Insert Village Name]
- **Mandal:** [Insert Mandal Name]

- **District:** [Insert District Name]
- **State:** Telangana
- **Requested Information:**
 1. The current status of my Dharani application for the specified issue.
 2. The day-to-day progress of the application from the date of submission, including any actions taken or pending tasks.
 3. Names and designations of the officers handling my application at each stage, along with the time taken by each officer/department (received date and actioned date).
 4. Copies of any records, memos, file notings, or internal communications related to the application.
 5. As per your citizen charter, the stipulated timeframe for resolving Dharani-related issues. Please provide a copy of your office's citizen charter.

Application Fee Details:

Application fee of ₹10/- paid by [Insert Payment Method: Court Fee Stamp/IPO/Online Payment].

Below Items for Your Kind Consideration:

- a. As per Section 6(3) of the RTI Act, if the requested information pertains to another public authority, kindly transfer the application or part of it within five days and inform me accordingly.
- b. As per Section 7(3) of the RTI Act, in case additional fees are required to provide the requested information, kindly inform me of the additional amount along with a detailed calculation.
- c. In the interest of expediency, and to minimize the research and/or duplication burden on your staff, please send the records electronically to the provided email address. If electronic records are unavailable, kindly send clear photocopies to the postal address mentioned above.
- d. As per Sections 7(8)(iii) and 7(3)(ii) of the RTI Act, kindly provide the particulars of the First Appellate Authority.

Declaration

I declare that I am a citizen of India and am entitled to seek information under the RTI Act, 2005.

[Insert E-Signature]

Yours faithfully,

[Your Full Name]

Date: [Insert Date]