

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

[Survey Department/Tehsildar Office Name]

[Office Address]

Subject: Request for Information Regarding Land Survey Issues for Survey Number: [Insert Survey Number]; Survey Application number Dated: < Insert date>

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information related to a land survey issue for a property under your jurisdiction. 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:

- **Survey Number:** [Insert Survey Number]
- **Land/Property Address:** [Insert Land/Property Address]
- **Village:** [Insert Village Name]
- **Mandal:** [Insert Mandal Name]
- **District:** [Insert District Name]
- **State:** [Insert State Name]
- **Survey Application Number:** [Insert Survey Application Number, if applicable]

- **Survey Application Date:** [Insert Survey Application Date, if applicable]
- **Requested Information:**
 1. The current status of the land survey application for the specified survey number.
 2. Details of the survey process conducted, including dates, actions taken, and any pending tasks.
 3. Copies of survey records, field sketches, maps, or related documents for the specified land.
 4. Names and designations of the officers responsible for handling the survey issue and the time taken by each officer (received date and actioned date).
 5. Copies of any records, memos, or file notings documenting survey progress or related communications.
 6. As per your citizen charter, the stipulated timeframe for resolving survey-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]