

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

[Sub-Registrar Office Name/Revenue Department]

[Office Address]

Subject: Request for Information Regarding Sale Deed Copies

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information related to the sale deed for a property registered at your office. 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:

- **Sale Deed Number:** [Insert Sale Deed Number]
- **Registration Year:** [Insert Registration Year]
- **Sub-Registrar Office Address:** [Insert Sub-Registrar Office Address]
- **Property Survey/House Number:** [Insert Survey/House Number]
- **Village:** [Insert Village Name]
- **Mandal:** [Insert Mandal Name]

- **District:** [Insert District Name]
- **State:** [Insert State Name]
- **Requested Information:**
 1. A certified copy of the sale deed for the specified property.
 2. Details of any endorsements, encumbrances, or additional documents linked to the sale deed.
 3. As per your citizen charter, the stipulated timeframe for providing certified copies of sale deeds. 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.
- 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]