

# **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

[Meebhoomi Office/Revenue Department Name]

[Office Address]

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

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information regarding my Meebhoomi-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:**

- **Meebhoomi Application Number:** [Insert Application Number]
- **Date of Application Submission:** [Insert Submission Date]
- **Issue Description:** [Provide a brief description of the issue, e.g., Ownership Discrepancy, Encumbrance Certificate, Mutation Request, Land Survey]
- **Village:** [Insert Village Name]
- **Mandal:** [Insert Mandal Name]

- **District:** [Insert District Name]
- **State:** Andhra Pradesh
- **Requested Information:**
  1. The current status of my Meebhoomi application for the specified issue.
  2. The day-to-day progress of my 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 Meebhoomi-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.
- 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]