

# **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

[Tehsildar/Mandal Revenue Office Name]

[Office Address]

**Subject:** Request for Information Regarding Khasra/Pahani Records for Survey Number: [Insert Survey Number]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information related to the Khasra/Pahani records for a property. 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]
- **Village:** [Insert Village Name]
- **Mandal:** [Insert Mandal Name]
- **District:** [Insert District Name]
- **State:** [Insert State Name]

- **Period for Which Records Are Required:**

- **Start Date/Year:** [Insert Start Date/Year]
- **End Date/Year:** [Insert End Date/Year]

- **Requested Information:**

1. Copies of the Khasra/Pahani records for the specified survey number every year starting from <year> to <year>.
2. As per your citizen charter, the stipulated timeframe for providing Khasra/Pahani records. 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]