

## **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 Mutation Application No. [Insert Mutation Application Number]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information related to the status and progress of my mutation application. 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:**

- **Mutation Application Number:** [Insert Application Number]
- **Date of Application Submission:** [Insert Submission Date]
- **Village:** [Insert Village Name]
- **Mandal:** [Insert Mandal Name]
- **District:** [Insert District Name]

- **State:** [Insert State Name]
- **Requested Information:**
  1. The current status of my mutation application.
  2. The day-to-day progress of my application from the date of submission, including any internal communications or memos.
  3. Names and designations of the officers handling my mutation application at each stage, along with the time taken by each officer/department (received date and actioned date).
  4. Copies of any records, file notings, or communications related to my mutation application.
  5. Details of any objections, clarifications, or pending requirements associated with the application.
  6. As per your citizen charter, the stipulated timeframe for processing mutation applications. 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]