

# **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/Department]

[Office Address]

**Subject:** Request for Information Regarding Encumbrance Certificate for Document Number:  
[Insert Document Number]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information related to the Encumbrance Certificate 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:**

- **Document Number:** [Insert Document Number]
- **Year of Registration:** [Insert Year of Registration]
- **Registered Sub-Registrar Office Address:** [Insert Sub-Registrar Office Address]
- **Period for Which Encumbrance Certificate is Required:**
  - **Start Date:** [Insert Start Date]

- **End Date:** [Insert End Date]
- **Requested Information:**
  1. A copy of the Encumbrance Certificate for the specified property.
  2. Details of any encumbrances, such as mortgages, liens, or charges recorded during the specified period.
  3. Copies of any related records, memos, or file notings that document the encumbrances.
  4. Names and designations of officers responsible for processing the encumbrance certificate request.
  5. As per your citizen charter, the stipulated timeframe for providing an encumbrance certificate. 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]

