

# **The Right to Information Act, 2005**

## **Application for Obtaining Information**

**From:**

Syed Naseer  
Flat No: 301, Radhakrishna Residency,  
Kalyan Nagar Phase 3, Hyderabad, Telangana – 500045  
Email: synaseer@gmail.com  
Phone: 9912255839

**To:**

The Public Information Officer  
O/o Tahsildar, Kotepally Mandal,  
Vikarabad District, Telangana.

**Subject:** Request for Information Under the RTI Act, 2005

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information on the following matter. The details of my request are as follows:

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**Details of the Applicant:**

Name: Syed Naseer  
Address: Flat No: 301, Radhakrishna Residency, Kalyan Nagar Phase 3, Hyderabad, Telangana – 500045  
Email: synaseer@gmail.com  
Phone Number: 9912255839

**Details of Information Required:**

- **Complaint details in brief:**

I had applied for a land survey on **2nd January 2025** with **Reference No. 123456** at the office of the Tahsildar, Kotepally Mandal, Vikarabad District, Telangana. However, no survey has been conducted so far.

**Requested Information:**

1. Present status of my survey application submitted on 2nd January 2025 with Reference No. 123456. Day-to-day progress or action taken on my application since the date of submission.
2. Reasons for the delay, if any, in conducting the survey.
3. Names, designations, and office addresses of officers responsible for processing my application.
4. As per your Citizen Charter, the stipulated timeframe for conducting surveys. Kindly provide a copy of your Citizen Charter.

**Application Fee Details:**

Application fee of ₹10/- paid by Court Fee Stamp

**Below Items for Your Kind Consideration:**

- a. As per Section 6(3) of the RTI Act, if the information pertains to another public authority, kindly transfer the application within five days and inform me accordingly.
- b. As per Section 7(3) of the RTI Act, if additional fees are required, kindly inform me with a detailed calculation.
- c. Kindly prefer sending the information to my email address provided above. If not possible, clear photocopies may be sent to my postal address.
- d. As per Sections 7(8)(iii) and 7(3)(ii) of the RTI Act, kindly provide the details of the First Appellate Authority.

**Declaration:**

I declare that I am a citizen of India and entitled to seek information under the RTI Act, 2005.

*snr*

Yours faithfully,

Syed Naseer

Date: 28/04/2025