

THE RIGHT TO INFORMATION ACT, 2005
(Application for Obtaining Information)

From
Applicant Name

Full Postal Address
Mobile: XXXXXXXXXX
Email: example@gmail.com

To
The Public Information Officer
KARNATAKA MUNICIPAL ADMINISTRATION DEPARTMENT
[Office Address]

Subject:
Request for Information under RTI Act, 2005

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following information:

1. Certified building plan approval details for property [Address/Survey No.].
2. Certified trade license issuance, renewal, and validity details.
3. Certified property tax assessment, arrears, and receipts.
4. Certified sanitation, drainage, and waste management records.
5. Certified tender details, awarded contractors, and project reports.
6. Certified details of encroachment complaints and actions taken.
7. Certified Municipal Council resolutions and meeting minutes.

Application Fee
■10/- IPO / Court Fee Stamp / Online payment / DD

Declaration & Requests
I am a citizen of India.
If information pertains to another authority, kindly transfer it under Section 6(3).
If additional fee is required, inform me under Section 7(3).
Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,
Applicant Name