

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

Delhi Revenue Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Land Records, Mutation Status, Certificates, and Revenue Administration

Respected Sir/Madam,

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

1. Current status of mutation application submitted for the property located at [address], including file number and officer details.
2. Certified copy of land record documents (Khasra Girdawari, Jamabandi, Mutation Register entry, etc.) for the said property.
3. Certified copies of file notings and internal communications related to the mutation/verification process.
4. Details of any objections, deficiency memos, or pending requirements issued by the Revenue Department.
5. Certified copy of Circle Rate applicable to the area [locality] for the current financial year.

6. Status of caste/income/domicile/other certificates applied on [date], along with file movement information.
7. Name, designation, and contact details of the officer handling the above case/application.

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