

## 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

Telangana Prisons Department

[Prison Location / District Jail / Central Prison Address]

Subject:

Request for Information under RTI Act, 2005 regarding Prison Administration, Prisoner Records, Visit Details, and Departmental Activities

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 copy of prisoner details for Prisoner ID/Name [XXXXXXXX], including admission date, case details, and current status.
2. Certified details of parole/furlough applications submitted for the above prisoner, including status and reasons for approval/rejection.
3. Copies of visitor records / visitor pass entry records related to the applicant's requested visit period [from] to [to].
4. Certified copies of medical reports, treatment records, or hospital referral notes for the prisoner (if applicable).
5. Details of conduct report / behavioural observations maintained by prison authorities for the above prisoner.

6. Action taken report (ATR) on any complaint submitted regarding prisoner safety, harassment, improper treatment, or rights violation.
7. Certified copy of jail manual / prison rules / instructions relevant to inmate rights, visitor guidelines, and grievance process.
8. Name, designation, and contact details of the Jail Superintendent / Deputy Superintendent / PIO for the concerned prison unit.

**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