

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 Education Department

[Office Address – School/College/DEO/MEO/District Office]

Subject:

Request for Information under RTI Act, 2005 regarding School/College Administration, Staff Details, Academic Records, and Departmental Proceedings

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 details of recognition/affiliation status of [School/College Name] for the academic year [year].
2. Certified list of teaching and non-teaching staff appointed in the institution including qualifications, appointment date, and designation.
3. Certified copy of attendance records and salary payment details of staff for the period [from] to [to].
4. Certified copy of budget allocation and expenditure details for school/college infrastructure, mid-day meal, digital equipment, or development works.
5. Student enrollment statistics and pass percentage details for classes [from] to [to] for the last [year(s)].

6. Action Taken Report (ATR) on complaints submitted on [date] regarding [issue — harassment, fee irregularity, staff shortage, infrastructure, etc.].
7. Certified copy of inspection reports and academic audit reports conducted by DEO/MEO/Board authorities.
8. Name, designation, and contact details of the Headmaster/Principal/DEO/MEO/PIO handling this information.

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).

FAA details may kindly be provided as per Section 7(8) of RTI Act.

Yours sincerely,
Applicant Name