

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 Secretariat

[Department Name / Building Block / BRKR Bhavan / Address if known]

Subject:

Request for Information under RTI Act, 2005 regarding Government Files, Policy Decisions, Approvals, and Administrative Records

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 file noting, movement status, and decision copy for File No. [XXXXX] related to [subject matter].
2. Current status of petition / representation / grievance submitted on [date] at Telangana Secretariat, along with action taken report (ATR).
3. Certified copy of Government Order (G.O.) / Memo / Proceedings issued regarding [specific topic].
4. Certified copies of policy decisions, resolutions, or committee recommendations related to [subject].
5. Certified list of officers and section file handlers involved in processing this matter, including designation and contact details.

6. Certified copies of internal correspondence, departmental communication, and remarks sheet linked to the subject file.
7. Reasons for delay (if any) in decision processing and expected timeline for file completion.
8. Name, designation, and contact details of the First Appellate Authority as per Section 19(1) of the RTI Act.

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, please inform me under Section 7(3).

FAA details may please be provided in the reply as per Section 7(8).

Yours sincerely,

Applicant Name