

## 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 Fire Services Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Fire NOCs, Safety Inspections, Emergency Response, and Departmental 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. Status of Fire NOC application submitted on [date] for the building/property located at [address].
2. Certified copy of the latest fire safety inspection report conducted on [date] for the above property.
3. Details of deficiencies/observations, if any, recorded during inspection along with compliance requirements.
4. Certified copy of renewal history of Fire NOC for this building/property for the period [year] to [year].
5. Copies of circulars, guidelines, or safety standards applicable to commercial/residential/public buildings.

6. Number of fire emergencies handled within [location] between [from] to [to], along with response time records.
7. Details of fire safety training, awareness programs, or mock drills conducted in the last [year] in [area].
8. Name, designation, and contact details of the inspecting officer / Fire Station Officer / District Fire Officer responsible.

**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