

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

Greater Hyderabad Municipal Corporation (GHMC)

[Circle/Zone/Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Property Records, Building Permissions, Public Works, and Civic Services

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 property assessment details for Property No. [XXXXX] located at [address].
2. Status of building permission application submitted on [date], including file noting and reason for delay (if any).
3. Certified copy of sanctioned building plan and occupancy certificate (OC) / building completion certificate (BCC) for the above property.
4. Certified copy of layout approval / LRS / BRS application status and deficiency details (if pending).
5. Details of road construction / drainage / civic development works carried out in [area/ward] during the period [from] to [to] along with expenditure details.

6. Certified copy of action taken report (ATR) on complaint filed on [date] regarding [issue — illegal construction / drainage problem / streetlight / garbage].
7. Number of Swachh Bharat sanitation workers allocated to [ward number] and attendance/roster details.
8. Name, designation, and contact details of the Assistant City Planner (ACP) / Deputy Commissioner / GHMC officer handling the above subject.

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

Yours sincerely,
Applicant Name