

## 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 Higher Education Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005

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 affiliation and recognition status of [College/Institution Name] under the Higher Education Department.
2. Certified details of sanctioned teaching and non-teaching posts and vacancies in the above institution.
3. Certified copies of annual admission reports and student enrollment strength for the academic year [Year].
4. Certified details of inspection and assessment reports for the institution.
5. Certified details of fund allocation and expenditure records received by the institution for the period [from] to [to].
6. Certified details of scholarships and fee reimbursement issued to students.

7. Certified copies of complaints received regarding administration, academic issues, or violations, along with action taken report.
8. Name, designation, and contact details of the officer responsible for maintaining these records.

**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 kindly be provided as per Section 7(8).

Yours sincerely,

Applicant Name