

# 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 Commercial Taxes Department

[Office Address – Commercial Tax Office / GST Division / Deputy Commissioner Office]

Subject:

Request for Information under RTI Act, 2005 regarding GST Records, VAT/Tax Assessments, Registrations, 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 GST Registration status for GSTIN [XXXXXXXXXXXXXX] including registration history and reasons for approval/rejection/suspension.
2. Certified copy of GST Return filing status (GSTR-1 / GSTR-3B / Annual Return) and tax payment records for the period [from] to [to].
3. Certified copy of Assessment Order / Show Cause Notice / Demand Order issued for GSTIN [XXXX] along with legal provisions.
4. Certified copy of file noting, internal comments, and Action Taken Report (ATR) related to reply/appeal submitted on [date].
5. Certified details of refund application status including sanction notes and reason for delay/rejection.

6. Certified copy of audit / inspection / enforcement report conducted on [date] for the business premises.
7. Certified list of penalties, interest or late fees imposed for the period mentioned, with calculation details and justification.
8. Name, designation, and contact details of the Deputy Commissioner / Assistant Commissioner / Superintendent / PIO 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, please inform me under Section 7(3).

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

Yours sincerely,

Applicant Name