

## 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 Municipal Administration & Urban Development Department (MA&UD)

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Urban Development Policies, Civic Projects, Planning 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 development project proposals approved for [area/city] during the period [from] to [to].
2. Status of file/application submitted on [date] regarding [layout approval / planning sanction / infrastructure issue].
3. Certified copy of Government Orders (GO), circulars, notifications, or policy guidelines issued regarding municipal development and urban planning.
4. Details of funds allocated and utilised for civic infrastructure works (roads, drainage, parks, street lighting, housing, etc.) in [area].
5. Certified list of contractors/vendors awarded development and maintenance contracts during [year].

6. Action taken report (ATR) on complaints submitted regarding civic maintenance, encroachments, illegal constructions, or public facility issues.
7. Details of coordination and responsibilities shared between MA&UD, HMDA, GHMC, and Urban Local Bodies (ULBs).
8. Name, designation, and contact details of the officer responsible for handling urban development matters for the concerned region.

**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