

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 Housing Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Housing Schemes, Allotment Records, Construction Projects, and Departmental Documents

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 application for housing allotment submitted under [Scheme Name – 2BHK / Rajiv Gruha Kalpa / EWS Housing] on [date], including file noting and action taken report (ATR).
2. Certified copy of beneficiary selection list and eligibility criteria used for allotment for [area / constituency] during the period [year].
3. Certified copy of building plan approvals, construction progress reports, and completion status for housing project located at [location].
4. Details of funds allocated and utilised for the said housing project during [from] to [to], including contractor payments.

5. Certified copies of inspection reports and quality audit reports prepared for construction work in the above scheme/project.
6. Details of complaints received regarding housing scheme irregularities or delays and action taken by the department.
7. Certified list of beneficiaries who have been allotted houses in [area] including allotment order copies (masking sensitive personal data if required).
8. Name, designation, and contact details of the officer handling the housing scheme/project in 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).

Request to provide FAA contact details in the reply as per Section 7(8).

Yours sincerely,
Applicant Name