

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 Urban Development Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Urban Planning, Layout Approvals, Infrastructure Development, and Departmental 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 urban development project proposals approved for [city/town/locality] during the period [from] to [to].
2. Status of application submitted on [date] regarding layout approval / development permission / change of land use / plot regularisation.
3. Certified copies of Master Plan / Zonal Development Plan / Town Planning Map applicable to [area name].
4. Details of infrastructure development works (roads, water supply, drainage, parks, street lighting, bridges, etc.) sanctioned in [area] for the period [year].
5. Certified details of funds allocated and utilised for the above projects including contractor names and work order copies.

6. Certified copy of inspection reports, quality control documents, and completion certificates for municipal/urban development works.

7. Action taken report (ATR) regarding complaints filed on [date] concerning illegal constructions / encroachments / infrastructure delays.

8. Name, designation, and contact details of the officer responsible for urban development and planning for the concerned jurisdiction.

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).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,

Applicant Name