

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 Transport Department

[RTA Office / DTO / Joint Transport Commissioner / Zonal Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Vehicle Registration, Driving License, Enforcement Actions, and Transport Services

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 submitted on [date] for Driving License / Renewal / Duplicate license / International Driving Permit, along with file noting and action taken report (ATR).
2. Certified details of vehicle registration record for Vehicle No. [XXXXXX], including ownership history, hypothecation status, and insurance record.
3. Certified copy of fitness certificate, pollution certificate, and inspection reports for the above vehicle.
4. Certified details of challans / penalties / e-challan enforcement actions recorded against the above vehicle along with evidence copies.
5. Certified copy of guidelines, circulars, or fee structure applicable for license, permits, and transport approvals.

6. Certified reports of road safety awareness programs, highway patrol operations, and accident statistics for [district/area] during [from] to [to].

7. Action taken report (ATR) on complaint filed on [date] regarding corruption / delay / misconduct by transport department staff.

8. Name, designation, and contact details of licensing authority / transport officer / enforcement officer handling the requested information.

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 as per Section 7(8) of RTI Act.

Yours sincerely,

Applicant Name