

## 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 School Education Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005

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 school recognition, renewal and affiliation status for [School Name] located at [Location].
2. Certified details of teaching and non-teaching staff including sanctioned posts and vacancies.
3. Certified copy of student enrollment and attendance records for the academic year [Year].
4. Certified copy of inspection and audit reports conducted for the school.
5. Certified copy of budget allocation and expenditure records for the school for the period [from] to [to].
6. Certified details of complaints received and action taken report.
7. Certified copy of safety compliance, infrastructure and facilities available.

8. Name, designation and contact details of the concerned officer responsible for maintaining these records.

**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 as per Section 7(8).

Yours sincerely,  
Applicant Name