

# 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 Food & Civil Supplies Department

[District Civil Supplies Office / District Collectorate / Civil Supplies Corporation Office  
Address]

Subject:

Request for Information under RTI Act, 2005 regarding Ration Cards, Food Distribution,  
PDS Stock, and Departmental Administration

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 ration card application / addition of member / category change / correction request submitted on [date] for Ration Card No. [XXXXX], with file noting and action taken report (ATR).
2. Certified details of monthly PDS commodity allocation and distribution for Fair Price Shop (FPS) Code [XXXXX] located at [area/village].
3. Certified stock registers and distribution records of Rice / Wheat / Sugar / Dal / Oil / Kerosene for the period [from] to [to] for the above FPS.
4. Certified list of beneficiaries under BPL / AAY / Priority Households for the above FPS area along with eligibility selection criteria.

5. Copies of inspection reports and audit reports conducted by Civil Supplies officials for the said Fair Price Shop during [period].
6. Certified details of complaints received regarding irregular distribution / diversion of stock / shortages / corruption including action taken report.
7. Certified price chart / commodity rate list and guidelines applicable for PDS supply for the year [year].
8. Name, designation, and contact details of the District Civil Supplies Officer / Tahsildar / RTI PIO responsible for the requested 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).

Please provide FAA details as required under Section 7(8).

Yours sincerely,

Applicant Name