

# 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

Delhi Registration & Stamps Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Property Registration, Stamp Duty, Document Status, and Office 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. Current status of property registration application submitted on [date] for the property located at [address].
2. Certified copy of registered sale deed / agreement / gift deed / other document (please specify).
3. Details of stamp duty and registration fee paid, including certified copies of receipts and challans.
4. Certified copy of file notings, internal communications, or objections raised during document verification.
5. Reasons for delay (if any) in processing the registration file and name/designation of officers handling the file.

6. Certified copy of appointment slot records, biometric verification logs, or any pending verification requirements.
7. Certified copy of circle rate for the area [locality name] for the current financial year.
8. Action taken report (ATR) on any complaint filed on [date] regarding registration delays or discrepancies.

#### 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