

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 Revenue Department

[District Collector Office / RDO / MRO / Tahsildar Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Land Records, Mutation Status, Revenue Applications, and Departmental Proceedings

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 Mutation / Succession / Name Transfer application submitted on [date] for Survey No. [XXXX] located at [Village], [Mandal], [District].
2. Certified copy of ROR 1B, Pahani / Adangal, FMB Map, Tippan, and GIS land coordinates for the above survey number.
3. Certified copy of file noting / approval history / internal movement of the above request, including officer remarks.
4. Reasons for delay (if any) in approving the mutation and expected completion timeline.
5. Certified copy of encumbrance/objection records or pending litigation details related to the land.

6. Action Taken Report (ATR) on complaint / grievance submitted on [date] regarding the revenue issue.

7. Certified copy of orders / notices / memos issued by Tahsildar / RDO / Collector pertaining to the case.

8. Name, designation, and contact details of Tahsildar / Deputy Collector / RDO handling the file.

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).

FAA details may be provided as per Section 7(8) in the reply.

Yours sincerely,

Applicant Name