

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 Medical & Health 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 medical staff including sanctioned posts and vacancies in [Hospital/PHC/CHC Name].
2. Certified details of patient admission records and treatment summary for patient [Name / IP Number] for the period [from] to [to].
3. Certified details of budget allocation and expenditure for the hospital during the financial year [Year].
4. Certified details of availability of emergency services, ICU beds, ventilators, operation theatre, and essential medical equipment.
5. Certified copies of inspection and audit reports of the hospital.

6. Certified details of medicines and consumables stock and usage records for the period [from] to [to].

7. Certified details of complaints received regarding healthcare services and action taken report.

8. Name, designation and contact details of the 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