

## 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 Panchayat Raj & Rural Development Department

[Office Address / Mandal / Zilla Parishad / Gram Panchayat Office]

Subject:

Request for Information under RTI Act, 2005 regarding Rural Development Schemes, Panchayat Administration, Public Works, and Financial 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. Certified details of developmental works (roads, drains, water supply, community hall, LED lights, etc.) carried out in [Village / Panchayat] during the period [from] to [to], including sanctioned amounts and expenditure.
2. Certified copy of tender/quotation documents and contractor details for the above works.
3. Status and beneficiary list of government rural development schemes (MGNREGA, Haritha Haram, Swachh Bharat, pensions, etc.) implemented in [Village / Mandal].
4. Certified details of funds received and utilised by Gram Panchayat / Mandal Parishad / Zilla Parishad during [financial year].
5. Certified copies of Gram Sabha resolutions and meeting minutes conducted between [from] to [to].

6. Details of complaints filed regarding irregularities, misuse of funds, or incomplete works, along with action taken reports (ATR).
7. Certified copy of employment generation records, muster rolls, and wage payment lists under MGNREGA for [Village].
8. Name, designation, and contact details of Sarpanch / Panchayat Secretary / MPDO / ZP CEO handling 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, inform me under Section 7(3).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,  
Applicant Name