

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 Registration & Stamps Department

[Sub-Registrar Office / District Registrar Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Property Registration Details, EC Records, Valuation, 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. Certified copy of registration document / sale deed / gift deed / partition deed registered under Document No. [XXXX/Year] at [SRO Name].
2. Certified copy of Encumbrance Certificate (EC) details for Survey No./Plot No./Flat No. [XXXX] located at [Village/Mandal/District] for the period [from] to [to].
3. Certified copy of valuation details / guideline value / market value fixed for the above property as per registration authority norms.
4. Certified copy of file noting / status / remarks related to pending registration or document withholding (if any).
5. Certified details of any disputes, litigation, or prohibitory orders restricting registration under Section 22-A for the above property.

6. Certified copy of complaint handling record or action taken report (ATR) for grievance submitted on [date] regarding delay, corruption, or malpractice.
7. Certified list of deeds registered in the Sub-Registrar Office for [date range] related to the said survey number or property.
8. Name, designation, and contact information of Sub-Registrar / District Registrar / PIO responsible for the requested information.

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 any additional fee is required, please intimate under Section 7(3).

FAA details may kindly be provided as per Section 7(8).

Yours sincerely,
Applicant Name