

## 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 Home Department

[Office Address – Secretariat / Police Headquarters / Commissionerate / District Office]

Subject:

Request for Information under RTI Act, 2005 regarding Law & Order Administration, Service Records, Security Decisions, 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 file noting, internal communication, and approval details related to [subject file] submitted on [date] at Telangana Home Department.
2. Certified details of policy decisions, government orders (G.O.s), memos, or circulars issued regarding [topic – public safety / police reforms / security arrangements].
3. Certified list of sanctioned police posts and vacancies for [District/Unit], including recruitment and deployment details.
4. Certified details of funds sanctioned and utilised for public security, surveillance, emergency response systems, or police infrastructure during [financial year].
5. Certified copy of inquiry or investigation status report related to complaint reference [Complaint/Letter number].

6. Certified data related to public order / crime analysis / emergency response statistics for [District / Region] for the period [from] to [to].
7. Certified details of intelligence / security review meetings conducted for [location/event] (without sensitive classified details).
8. Name, designation, and contact details of the responsible officer / section officer / PIO for file handling.

**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 required under Section 7(8).

Yours sincerely,  
Applicant Name