

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 Finance Department

[Office Address – Secretariat / Treasury / District Office]

Subject:

Request for Information under RTI Act, 2005 regarding Budget Allocation, Expenditure Records, Schemes Funding, and Financial Approvals

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 budget allocation and utilisation statement for [project/department/scheme name] during the financial year [year].
2. Certified copy of sanction orders / fund release orders / financial approval notes issued for [project/scheme] at [location].
3. Certified details of expenditure incurred under the said project including vendor/contractor payment details.
4. Certified copy of audit reports or inspection reports conducted for the above fund utilisation.
5. Certified list of government schemes relating to [subject area] introduced or active during the year [year] and eligibility norms.

6. Certified copy of minutes of meetings or decision records related to the financial approval of the above scheme/project.

7. Details of complaints received (if any) regarding misuse of funds or irregularities and action taken report (ATR).

8. Name, designation, and contact details of the Financial Officer / Treasury Officer / Deputy Secretary 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 additional fee is required, please inform me under Section 7(3).

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

Yours sincerely,

Applicant Name