

# 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 Archaeology Department

[Office Address – Directorate of Archaeology & Museums / District Archaeology Office /  
Museum Administration Office]

Subject:

Request for Information under RTI Act, 2005 regarding Heritage Sites, Monument  
Restoration, Museum Records, and Preservation Activities

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 list of heritage structures, archaeological sites, and monuments protected or managed by the Telangana Archaeology Department in [District/Area].
2. Certified copy of restoration or conservation project details related to the site [Site/Monument Name], including budget allocation and expenditure statements.
3. Certified copy of maintenance and inspection reports for the above monument for the period [from] to [to].
4. Certified details of tenders issued and contractors selected for archaeological conservation and museum development projects during [year].

5. Certified records and catalogues of historical artefacts and antiquities currently maintained or stored at [Museum Name / Storage Facility].
6. Certified copies of excavation reports, research findings, survey maps, or permission documents related to archaeological digging at [Location/Survey No.].
7. Certified record of complaints, damage reports, illegal encroachment issues, or heritage protection violations, including action taken report (ATR).
8. Name, designation, and contact details of the Archaeology Officer / Museum Curator / Conservation Architect / RTI PIO responsible for this file.

#### Application Fee

₹10/- IPO / Court Fee Stamp / Online payment / DD

#### Declaration & Requests

I am a citizen of India.

If the requested 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 contact details may kindly be provided as per Section 7(8).

Yours sincerely,

Applicant Name