

## 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 Police Department

[Police Station / District Headquarters / ACP-DCP Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding FIR Status, Police Complaints, Investigation Progress, and Departmental 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 copy of FIR registered under Crime No. [XXXXXX] dated [date] at [Police Station Name].
2. Current investigation status and action taken report (ATR) regarding the above FIR.
3. Certified copy of relevant GD (General Diary) entry for the incident dated [date].
4. Certified copy of enquiry report / preliminary investigation report submitted to higher authorities.
5. Certified details of the Investigating Officer (IO), including name, rank, and contact information.
6. Reason for delay (if any) in filing of charge sheet or further investigation process.

7. Details of complaint filed by me on [date] at [police station / dial 100 / HawkEye App], along with action taken.
8. Availability status and preservation details of CCTV footage related to the incident, recorded on [date/time].
9. Certified copies of circulars/guidelines regarding FIR filing, complaint registration, CCTV preservation, and citizen grievance 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 intimate under Section 7(3).

Request to provide FAA contact details as per Section 7(8).

Yours sincerely,  
Applicant Name