

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 Planning Department

[Office Address – Secretariat / District Planning Office]

Subject:

Request for Information under RTI Act, 2005 regarding Government Planning Projects, Development Proposals, Policy Implementation, and Budget Utilisation

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 details of development plans and proposals approved for [district / municipality / mandal / project area] during the period [from] to [to].
2. Certified copies of planning committee meeting minutes, recommendations, and resolutions related to the above project/area.
3. Certified copy of budget allocation and expenditure utilisation details for government development works approved by the Planning Department.
4. Certified list of schemes and development works approved and executed in [project location] under the annual district plan / state plan.
5. Certified details of monitoring reports, inspection notes, evaluation reports, and progress status of development works.

6. Action Taken Report (ATR) related to complaints submitted regarding delay in approvals / irregularities / misuse of development funds.
7. Certified copies of policy guidelines, circulars, notifications issued under Telangana Planning framework.
8. Name, designation, and contact details of Planning Officer / Deputy Director / Officer responsible for the requested records.

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, inform me under Section 7(3).

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

Yours sincerely,
Applicant Name