

PUNJABI UNIVERSITY, PATIALA
(Established Under Punjab Act 35 of 1961)
RIGHT TO INFORMATION CELL

Application Form For Seeking Information Under The Right to Information Act, 2005

(ALL IN CAPITAL LETTERS)

1 Full Name of the Applicant : _____

2 Father's/Spouse's Name : _____

3 Permanent Address : _____

Pin Code _____

4 Telephone No. (with STD code) _____ Mobile No. _____

5 E-mail ID _____

6 Particulars of Information solicited :

(a) Subject matter of Information :

(b) The period to which the information relates :

(c) Specific details of information required : *(attach extra sheet, if necessary)*

(d) Whether information is required by post or in person :

(The actual postal charges shall be included in providing information)

(e) In case by Post - Ordinary, Registered or Speed-Post :

(f) Has a self-addressed envelop with proper postage stamps been included

(Yes/No) : _____

7 Detailed Address to which information will be sent and in which form :

(e.g. Ordinary/Registered Post/Speed-Post)

8 Is this information not made available by the public authority under voluntary disclosure :

9 Do you agree to pay the required additional fee ? *(Yes/No)* : _____

10 Have you deposited application fee ? *(Yes/No)* (if yes, details of such deposit)

DD/IPO No. *(in favour of Registrar, Punjabi University, Patiala , payable at Patiala)*

_____ Dated _____ Amount _____

Uni.Receipt No. _____ Date _____

Amount _____

10 Whether belongs to Below Poverty Line Category ? : *(Yes/No)* (if yes, have you furnished the proof of the same with the application)

Place _____

Date _____

Full Signature of the Applicant and Address

Instructions for Applicant

- 1 A request for obtaining information under Sub-Section (1) of Section- 6 shall be accompanied by fee of rupees ten for seeking information under The Right to Information Act, 2005. The fee can be deposited in cash with the University Cashier or sent through Indian Postal Order/Bank Draft in favour of **Registrar, Punjabi University, Patiala**. However, if the information sought is of more than one page and involves extra stationery cost then it shall be charged as follows :-
 - (a) rupees two for each page (in A-3 or A-4 size paper)
 - (b) actual charge or cost price of a copy in larger size paper.
 - (c) actual cost or price for samples or models.
 - (d) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

- 2 The applicant can enquire about the fate of their application through telephone no. 0175- 3046332 from the office of The RTI Cell, Punjabi University, Patiala between 10.00 a.m. to 5.00 p.m. on every working day.

- 3 For sending information by post, the postal charges, prescribed by the postal authorities from time to time, shall be charged in addition to the fee, specified for that document under these rules.

- 4 In case of any discrepancy in Demand Draft/Indian Postal Order, Right to Information Office shall inform the applicant on phone or through e-mail. However, the Demand Draft/Indian Postal Order shall be returned either with the supply of final information or if separately, then actual Registered Postal Charges shall be charged to the applicant.