

MODEL FORM – ‘A’
[See rule 3 (1)]

To

Public Information Officer
B.P.S. Mahila Vishwavidyalaya,
Khanpur Kalan
(Sonipat)

- (1) Full Name of the applicant: -----
(2) Address: -----

(3) Particulars of information required:-
(i) Subject matter of information *
(ii) The period to which the information relates **
(iii) Description of the information required ***
(iv) Whether information is required by post or in person
(the actual postal charges shall be include in additional fee)
(v) In case by post (Ordinary, Registered or Speed Post)

Place:

Date:

Signature of the applicant

- * Broad category of the subject to be indicated
(Such as grant/Government, land/Service matters/ Licenses etc.).
** Relevant period for which information is required to be indicated.
*** Specific details of the information are required to be indicated.
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ACKNOWLEDGEMENT

Received your application dated -----vide diary
No. -----Dated -----

Signature of Public Information Officer
(Name of the Department/office)-----

MODEL FORM 'B'

[See rule 4 (4)]

From

Designation of the Public
Information Officer

To

Name of the applicant : -----

Address of the applicant: -----

Madam/Sir,

Please refer to your applicant dated ----- addressed to the undersigned requesting for information under Right to Information Act, 2005.

1. The additional fee for supplying this information is Rs. -----
2. You are requested to pay the fee through any of the mode of payment i.e. either in Cash against proper receipt. By Bank Draft, by Indian Postal Order as mentioned in rule 4 (1) of the Haryana Right to Information Rules, 2009 and send a copy of proof thereof to this office so that the requisite information can be supplied to you.
3. In case you are dissatisfied with the above estimate, you are requested to submit an appeal before the Appellate Authority,----- (Name of the department).

Public Information Officer