

MODEL FORM 'A'

To

The State Public Information Officer/
Assistant State Public Information Officer
Ch. Devi Lal University, Sirsa

(1) 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 included 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

** Relevant period for which information is required to be indicated

*** Specific details of the information are required to be indicated

ACKNOWLEDGEMENT

Received your application dated _____ vide diary No. _____ dated _____

State Public Information Officer/
Assistant State Public Information Officer
Ch. Devi Lal University, Sirsa

Form 'B'

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

SPIO/2012/_____

Dated_____

To

Sub: Supply of Information under RTI Act, 2005.

Kindly refer to your application dated _____ received in the office on _____ on the subject cited above.

In this context it is to inform you that the required information as demanded by you containing approx. _____ pages as per information received/intimation received from concerned branch. As per provisions of the RTI Act, you are requested to deposit Rs. _____ only as additional fee (@ Rs. 2/- per page for total _____ pages) **through university receipt/bank draft/ IPO in the name of SPIO Ch. Devi Lal University Sirsa**, and to collect the said information from the office of SPIO, CDLU, Sirsa, personally on any working day & time.

If you desire this information through Registered Post, then submit an additional amount of Rs. _____ as postal charges. In case no additional fee is received within 15 days, it will be treated that you are not interested in getting the said information.

State Public Information Officer