

**FORMAT OF APPLICATION FOR SEEKING INFORMATION
UNDER THE RIGHT TO INFORMATION ACT-2005**

Application ID No. :
(For official use)

To

The RTI Cell/ Dhanekula Institute Of Engineering & Technology

1. Name of the Applicant : _____
2. Address _____

3. Particulars of information
 - (a) Concerned Office/Department : _____
 - (b) Particulars of information required _____
 - (i) Details of information required : _____
 - (ii) Period for which information asked for: _____
 - (iii) Other details _____
4. Format in which information is required:
5. Mode of delivery expected (ordinary post, speed post, by courier, by hand, through internet or e-mail, by fax etc.). Additional fee may be charged to cover the cost of delivery.
6. The information can be furnished within 30 days as prescribed under Section 6 (1)

P.T.O.

7. Without prejudice to my rights under the RTI Act 2005, to facilitate faster retrieval of information, I would like to state that the information could be available in.....(please indicate the name of concerned Office/Department of the Institute).
8. I state that the information sought does not fall within the restrictions contained in section 8 and 9 of the Act and to the best of my knowledge it pertains to your office.
9. I also state that I am a citizen of India and I am eligible to seek information under the Right to Information Act 2005.
10. (i) A fee of Rs._____ has been deposited in the Finance & Accounts Office of the Institute vide Receipt No._____ dated_____, or
- (ii) A Postal Order/Bank Draft No. _____ dated _____ is enclosed, or
- (iii) The applicant is not liable to pay any fee because he/she is below the poverty line (proof is attached).
- (Please tick one)

Place:

Date :

(Name & Signature)

Postal Address:_____

E-mail address:_____

Tel No._____