

FORM A
[See rule 3(1)]

To

The Public Information Officer,
Indira Gandhi University ,
MEERPUR

1. Full name of the applicant
2. Address
3. Particulars of information required

(i) Subject matter of information*

(ii) The period of which the information relates**

(iii) The Description of information required***

(iv) Whether information is required by post or in person (the actual postal charges shall be included in addition to the fees)

(v) In case by post (ordinary Registered or speed)

Place_____

Dated:_____

the applicant

Signature of

*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 indicate.

Acknowledgement

Received your application dated.....vide Diary No.....dated.....

(Signature)

State Public Information Officer/
State Assistant Public Information Officer:
Name of the Department/Office

FORM B
[See rule 4(4)]

From
State Public Information Officer/
State Assistant Public Information Officer
(Name of Department/Office)

To

Name and address of the applicant

Sir,

Please refer to your application dated..... addressed to the undersigned requesting information regarding.....

The additional fee for supplying this information to you is Rs.....

2. You are hereby informed to pay the fee at this office either in cash or in a Government treasure through challan and send a copy of the challan to this office within a period of fifteen days and collect the information on.....

3. The amount of fee shall be deposited in the receipt head/account No.(to be intimated to the applicant by the concerned department.)

State Public Information Officer/
State Assistant Public Information Officer