**APPLICATION FORM UNDER RIGHT TO INFORMATION ACT 2005**

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| Date of Receipt |  |
| Application ID |  |
| File Number |  |
| **For Office Use only** |

**To:**

**The Public Information Officer (Registrar),**

University of Lucknow

Lucknow – 226 007

**Sir / Madam,**

 ***Sub: Information Sought under the Right to Information Act, 2005***

I hereby submit my application for consideration as prescribed by the Rights to Information Act 2005, particulars of the application are as follows:

1. Name of the Applicant :
2. Address :
3. Phone :
4. E-mail :
5. Particulars of the information requested are as under:
	1. Please inform me of the name, designation and office address of the officer(s) responsible for distributing the mark sheets.
	2. Please inform me, according the rules and regulations of distributing mark sheet, the acceptable time delay in distributing mark sheets to students. Also, supply with certified copies of relevant documents, if any.
	3. Please inform me of the details of extra fees, if any, collected to expedite the process of releasing the mark sheet to students.
	4. Please inform me of the name, designation and office address of the controlling authority to whom the discrepancies in distributing mark sheets should be reported.
	5. Please inform me of the number of complaints received in last 3 years against issues related to distribution of mark sheets. Also, please inform me of the number of pending complaints.
	6. Please inform me of the name, designation and office address of the **First Appellate Authority.**
	7. Please inform me of the name, designation and office address of the **Second Appellate Authority.**
6. In case the subject matter /any of the information requested is held by / related to another public authority, you are requested to transfer the application or such part of it as may be appropriate to that other public authority with an intimation to the undersigned (Section 6(3) of RTI Act).
7. The information shall be furnished within 30 days as prescribed under Section 6 (1) of RTI Act. Any delay in a good belief of providing all the requested information may be communicated in advance.
8. If applicable, as per provisions of RTI Act 2005 please send an acknowledgement/receipt for the RTI application received.
9. Enclosed is the application fee of Rs 10/- by IPO No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_, payable at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**DECLARATION**

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act 2005 and to the best of my knowledge, it pertains to your office. In addition, I declare that I am ‘Citizen’ of India and I ask for the information as ‘Citizen’. I assure that I shall not allow/ cause to use/ pass/share/display/ or circulate the information received in any case and under any circumstances, with any person or in any manner which would be detrimental to the Unity and Sovereignty or against the Interest of India.

Signature of the Applicant

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Encl.:**

1. IPO No. XXXX