

To,

The Public Information Officer
SGGS College
Sector- 26
Chandigarh
Pin -160019

Sir,

Subject : Request for Information under Right to Information Act 2005.

I Sri/Smt/Ms. _____

Son/Daughter/Wife of Shri/Smt./Ms. _____

Resident of _____

Telephone number (with STD Code) _____ and/or mobile number:
_____ wish to seek information as under :- _____

_____.

I hereby inform that following formalities have been completed by me:

1. That I have deposited the requisite fee of Rs. ____/- by way of cash / banker cheque/
Draft/ Postal Order/Others _____) favouring _____
dated _____.
2. I need the photocopy of the documents and I had deposited the cost of the photocopy of
Rs. ____/- for _____ (Number of Pages).
3. That I belong to Category of below Poverty Line (BPL): Yes/No
(Strike whichever is not applicable). If yes, I am attaching the valid photocopy of the
certificate. Yes/No
4. That I Am 'Citizen' of Indian and I am asking the information as 'Citizen'.
5. I hereby, state that the information sought is not covered under the categories which are
exempted from disclosure of information under section 8 or under section 9 of the Right
to Information Act, 2005 and to the best of my knowledge, it is pertaining to your
Department/office.
6. 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