

Application form  
is free of Cost

**Application form for information under Right to Information Act 2005**

**Note :** – The application fee is Rs. 10/- and is to be deposited by way of Court Fee Stamp or Cash against proper receipt or by D.D. or Banker's Cheque or by way of Money Order in favour of Registrar, K.K.Sanskrit University, payable at Ramtek.

**To,**

**The Assistant Public Information Officer,  
K.K. Sanskrit University, Ramtek.**

1. Name of Applicant \_\_\_\_\_

2. Postal Address & \_\_\_\_\_  
Phone Number \_\_\_\_\_

3. Details of information required \_\_\_\_\_  
\_\_\_\_\_

(i) Subject matter of Information \_\_\_\_\_

(ii) Period of Information \_\_\_\_\_

(iii) Description of required information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(iv) Whether Information is required by Post or in-person. \_\_\_\_\_

(v) If required by Post: By Ordinary Post/Speed Post/Registered Post \_\_\_\_\_

(vi) Purpose for which the information is required \_\_\_\_\_

I have read the University rules printed overleaf and accept the same.

Place :

Date :

Full Signature of the Applicant

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**University Rules :**

(Revised)

1. Information fee of Rs. 10/- or the Appeal fee of Rs. 20/- is to be deposited by way of Court Fee Stamp or Cash against proper receipt or by D.D. or Banker's Cheque or by way of Money order in favour of Registrar, K. K. Sanskrit University, payable at Ramtek at the time of submission of application.
2. First application for information is to be addressed to Assistant Public Information Officer of K.K. Sanskrit University and appeal should be addressed to Appellate Authority, K.K.Sanskrit University.
3. Application is to be submitted in the prescribed format of K.K. Sanskrit University, Ramtek. The application which is incomplete or not in prescribed format will not be considered for reply.
4. For providing xerox copies the rate of Rs.2/- per copy will be charged. This rule is applicable to A4 size paper. If the size of paper is more than A4 size then the actual cost of xeroxing will be charged.
5. If the person applying for information is below poverty line then information will be supplied free of cost. But the applicant has to pay the postage charges and submit the BPL certificate of current year duly signed by all the competent authorities.
6. If action about which the information is sought is incomplete and still in process, then the information shall be supplied to the applicant only after completion of the process.
7. Applications in which the information is demanded in 'office language' (unbiased language) it shall be considered. Application in which aspersions are thrown on the officer or employee of the University or uncalled for **remarks** are passed or personal opinions are expressed, such applications shall not be considered by the University for reply.
8. **In one application, only one information about one subject** is to be demanded by the applicant. If in any application, the information of more than one subject is requested then information of **first subject alone will be supplied**. Separate application is to made for each subject.
9. The applicant must put his/her full signature under the application **and not** just the initials/short signature/counter signature. An unsigned application shall not be considered.

(Signature of the applicant)

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Appeal form
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### Appeal form u/s 19(1) of Right to Information Act 2005

- Note :**
1. Appeal fee is Rs. 20/- and is to be deposited by way of Court Fee Stamp or Cash against proper receipt or by D.D. or Banker's Cheque or by way of Money Order in favour of Registrar, K.K.Sanskrit University payable at Ramtek
  2. The appellant must attach the copy of first information application to this appeal application.

**To,**

**The Appellate Authority,  
K.K. Sanskrit University, Ramtek.**

1. Name of the Appellant \_\_\_\_\_

2. His/Her Postal Address \_\_\_\_\_  
\_\_\_\_\_

3. Date of submission of application to Assistant Information Officer \_\_\_\_\_

4. Date of order against which appeal is made. (If order is passed) \_\_\_\_\_  
\_\_\_\_\_

5. Last date of submission of Appeal \_\_\_\_\_

6. Reasons for Appeal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Details of information –

(i) Subject, period and description of information required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) Name of the office or Department to which information relates \_\_\_\_\_  
\_\_\_\_\_

(iii) Whether Information is required by Post or in-person. \_\_\_\_\_

(iv) If required by Post : By Ordinary Post/Speed Post/Registered Post \_\_\_\_\_

I have read the University rules printed overleaf and accept the same.

Place :

Date :

Full Signature of the Appellant

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**University Rules :**

(Revised)

1. Information fee of Rs. 10/- or the Appeal fee of Rs. 20/- is to be deposited by way of Court Fee Stamp or Cash against proper receipt or by D.D. or Banker's Cheque or by way of Money order in favour of Registrar, K. K. Sanskrit University, payable at Ramtek at the time of submission of application.
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(Signature of the applicant)

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