

SPECIMEN PROFORMA FOR SEEKING INFORMATION UNDER RTI

(Application can be sent via email as well as by post)

To,

PIO

NIIT University

NH-8 Delhi Jaipur Highway

Neemrana – 301705

Rajasthan

Name of the Applicant _____

Complete address _____

PIN _____

Particulars of Information sought

Concerned unit / department _____

Information required _____

For the duration : From _____ **To** _____

Declaration:

1. I state that the information sought does not fall within the exemptions contained in the section 8 of the RTI Act-2005 and to the best of my knowledge the information pertains to your office.

2. I hereby declare and confirm that I am an Indian citizen and as such I am entitled to seek information under RTI Act-2005. I have attached a copy of my PAN card/Voter's Card/Passport / Driving License/ Aadhaar Card in support of my citizen ship.

3. A fee of Rs 10/- has been deposited in the form of IPO/ Electronic Transfer / A demand draft with the details : NoDt..... for Rs Drawn on (Name of the Bank) favouring NIIT University Neemrana , towards payment of fee is enclosed herewith.

Place

Signature of the applicant

Date

e-mail id: _____

Mobile Number _____