

Appendix

SPECIMEN FORMS FOR OBTAINING INFORMATIONS
Gulbarga University, Gulbarga-585 106 Karnataka
FORM OF APPLICATION FOR OBTAINING INFORMATIONS
FROM No.....

Office File No.....
(For Official use only)

To
The Public Information Officer/Registrar
Gulbarga University,
Gulbarga-585 106, Karnataka.

1. Name of Applicant (Full Name)	
2. Father/Husband's Name	
3. Present Address	
4. Present Address (with Telephone E-mail)	
5. Particulars in respect of Identity of Applicant	
6. Particulars of Information sought i) Subject-matter ii) Time/period to which information relates iii) Details of informations iv) Mode of information required (by post/in person/ E-mail v) In case of post (ordinary, registered or speed post).	
7. Category of information (whether the same information had been sought/provided at earlier date(s))	
8. Address at which information shall be sent.	
9. Whether information had not been available by the Public Authority (Name of Authority).	
10. Whether required fee can be paid by you (Eligibility of Applicant)	
11. Whether required fee can be paid by you (eligibility of Applicant)	
12. Category of Applicant (whether belongs to BPL) (furnish the proof)	

Place:

Signature of Applicant (Full Signature)

Address.....

Date:

.....

.....

Phone No.....

Fax No.....

Mobile No.....

E-mail.....

GULBARGA UNIVERSITY, GULBARGA (Karnataka)

FORM OF ACKNOWLEDGEMENT
Acknowledgement Form No.....
(For office use only)

To
Office of the Central Information Officer
State Information Officer

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.....
.....

(Address with Telephone No.)

Received the application from.....

.....
.....Address of Applicant) on.....

of.....200..... Seeking information on.....(type of information

Place:

Date:

Name of Central Public Information Office
State Public Information Office
Information Clerk Incharge
(Designation & Seal)

OFFICE OF THE; GULBARGA UNIVERSITY GULBARGA FORM OF INTIMATION FOR
PAYMENT OF FEE FOR INFORMATION

Form No.....

From:

File No.....

.....

Date.....

.....

.....

To

.....

.....

.....

(Full Name and Address of the Applicant)

Sir/Madam

With reference to your application on.....day of.....20.....requesting
information on.....(details of information). I am to inform you that the following
amount

Rs.....(mention the amount) towards the cost of information which may be deposited in
cash for which the undersigned can be able to furnish information sought for in your application.

I may further inform you that the payment should be made within a period of 15 days
from the date of receipt of this instimation failing which the application shall be rejected.

Fee Rs.....

Yours faithfully

(signature and Seal of
Public information Office)

Place.....

Date.....

OFFICE OF THE; GULBARGA UNIVERSITY GULBARGA FORM FOR INTIMATION OF REJECTION OF APPLICATION FOR INFORMATION

Form No.....

From:

File No.....

.....

Date.....

.....

.....

(Name and Address of the Authority)

Sir/Madam

The above authority.....(Name and Designation of Authority) regrets of inform you that the information..... (details of information) sought by you are rejected/not supplied because of the following reasons:

- (a) It comes under the category of exemptions (mention the section/scheduled of the Act/Rules)
- (b) Application is incomplete (mention in detail)
- (c) Information sought by you is publicly available as published materials
- (d) Your identity is doubtful (mention the reason).
- (e) Non-payment of fee or less paid (mention in detail if any within time.
- (f) Your information is prohibited under.....(section) of the Act (mention the Act (Central/State if any).
- (g) The information sought for hampers/violates privacy of.....(Name of person/organization if any).
- (h) Information sought by you is available on our website (mention details of website).
- (i) for any other reason please see enclosure.

Moreover, you are at liberty to appeal against such refusal order before the.....(Name and Designation of Public Authority) within 30 days of the receipt of this letter/E-mail/Fax.

Place.....

Yours faithfully,

Date.....

.....
.....
Name and Designation of Authority

Phone No.....Fax No.....

E-Mail.....Website.....

OFFICE OF THE: GULBARGA UNIVERSITY GULBARGA
FORM OF APPEAL
Form No.....

From:
.....
.....
.....

File No...
Date.....

(Full Name and Address of Applicant)

To,
The Vice-Chancellor/Appellate Authority
Gulbarga University,
Gulbarga.

- 1. Name of Applicant (Full Name)
- 2. Address of Applicant
- 3. Particulars of Central Public Information Officer
- 4. Date of receipt of order of Public Information Officer for which appeal is filed
- 5. Last date of filing of Appeal
- 6. The Reasons/Cause of Appeal (details separate sheet may be enclosed)
- 7. Particulars of Information
 - (a) Subject-matter of information
 - (b) Deptt./Authority/Organization/Office to which the information relates

VARIFICATION

I.....(Name of the applicant, Son/Daughter/Wife of.....(Mention Name).....hereby declare that the particulars furnished in the appeal are true and correct and best of my knowledge and belief.

Place:

Date:
(Signature of Applicant with complete Address)

OFFICE OF THE.....(Name and Address of the Deptt./Org./Authority

FORM OF SECOND APPEAL

Form No.....

From:
.....
.....
.....
.....

File No.....
Date.....

(Full Name and Address of Applicant)

To,
.....
.....
.....

(Name and Address of Central Information Officer/State Information Officer)

- 1. Full Name of Applicant
- 2. Address (Complete Address with Telephone No./ E-mail/Fax No.)
- 3. Particulars of Ist Appellate Authority
- 4. Date of receipt of order against which second Appeal is being made
- 5. Last date of iling of Appeal
- 6. Particulars of Information
 - (a) Subject-matter of information sought for
 - (b) Name of Deptt. to which information relates to
- 7. Grounds of appeal (Details of ground may be attached in separate sheet)

VARIFICATION

I.....(Name of the applicant, Son/Daughter/Wife of.....(mention Name).....hereby declare that the particulars furnished in the appeal are true and correct and best of my knowledge and belief.

Place:

Date:
(Signature of Applicant with complete Address)