

10
SAMPLE RTI APPLICATION FORM

To, **CENTRAL**
The Public Information Officer
SENIOR ADMINISTRATIVE OFFICER
NATIONAL SUGAR INSTITUTE
KANPUR, UTTAR PRADESH
PIN: 208017

Sir,

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

REF:- 1. My RTI Application dated 09-03-2016
2. Your REPLY Letter dated 29-03-2016 ✓

I Sri/ ~~Smt.~~ Ms.

R. SENGUTTUVAN

Son/Daughter/wife of Shri/Smt/Ms.

M. RAJAMANICKAM

resident of

No. 2/28th, PILLAIYAR KOIL II Street, KOVIL MANIYAM, THAIYUR, KELAMBAKKAM

telephone number (with STD Code) _____ and/or mobile

number: 7358668437 wish to seek information as under

KANCHI PURAM
TAMILNADU
PIN-603103

Please Furnish the following details:-

1. DURATION of the SUGAR ENGINEERING CERTIFICATE COURSE [SECC]
2. Eligibility for Admission to the SECC COURSE
3. PATTERN of the SECC COURSE
4. Details of Subjects Taught in the SECC Course

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

1. That I have deposited the requisite fee of Rs. 10/- by way of ~~Cash~~ banker
cheque / Draft / Postal Order / others (favoring _____)
THE DIRECTOR, NSI, KANPUR dated 06-04-2016

2. I need the photocopy of the documents and I had deposited the cost of the
photocopy of Rs. 10/- for 5 (Number of Pages) by way of POSTAL ORDER ✓

3. I had deposited sum of Rs. _____ /- for the charges of CD. (strike out which ever
is not applicable)

4. 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

5. That I am 'Citizen' of India and I am asking the information as 'Citizen'.

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.

R. Senguttuvan
Signature of the Applicant
Dated: 06-04-2016

RTI MATTER / BY SPEED POST

F.No. 25(52)/2015/RTI/51

National Sugar Institute

An ISO 9001:2008 CERTIFIED INSTITUTE

Government of India

Ministry of Consumer Affair, Food & Public Distribution
Department of Food & Public Distribution

E-mail : nsikanpur@nic.in

Phone : 0512-2570575

Fax : 0512-2570247

Kanpur, dated 10.05.2016

To

Shri R. Senguttuvan
S/o Shri M. Rajamanickam
No.2/284, Pillaiyar Koil II Street,
Kovil Maniam, Thaiyur, Kelambakkam,
KANCHEEPURAM - 603103 (Tamilnadu)

मारी
संख्या 5567
दिनांक 10/5/16
O.P.

Sub: Request for information under Right to Information Act, 2005.

Sir,

With reference to your RTI application as above seeking information through points 1 to 4 regarding Sugar Engineering Certificate Course (SECC), it is informed that the sought details are available on the Institute website - <http://nsi.gov.in/prospectus/index.html>.

If you require a hard copy of the prospectus, which is a priced publication, the same can be purchased by depositing Rs.200/- (Two hundred only) in cash at the Cash Counter of the Institute and submitting the original receipt at the Education Section (of the Institute) or through I.P.O./Demand Draft of the same amount drawn in favour of the Director, National Sugar Institute, Kanpur payable at Kanpur.


In the light of above, the I.P.O. No.35F 296220 (in original) for Rs.10/- (Rupees Ten only) submitted by you alongwith your application dated 06.04.2016 towards photocopy of documents on the sought information, is returned herewith.

The above information is provided under Section 5(4) & (5) of the RTI Act, 2005 and if you are not satisfied with the above reply, you may file the first appeal to the First Appellate Authority on the following address within **30 days** of receipt of this letter.

Shri Narendra Mohan
Director & First Appellate Authority
National Sugar Institute
Government of India
Ministry of Consumer Affair, Food & Public Distribution
Department of Food & Public Distribution
Kanpur-208017.

L.P.O. No.35F 296220 (in original) for Rs.10/- (Rupees Ten only)

Yours faithfully,


10.5.16
(Rakesh Shukla)

Sr. Administrative Officer &
Central Public Information Officer

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