**Form ‘A’**

**Form of application for seeking information under the Right to Information Act, 2005**

**I.D.No\_\_\_\_\_\_\_\_**

**To**

**The Public Information Officer,**

**SME Business Services Limited**

**Chandigarh**

1. Full Name of the Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father’s/Spouse’s name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Permanent Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Correspondence Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Particulars of information required

a. Subject matter of information\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. The period to which the information relates\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Specify details of information required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Whether information is required by post Or in person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The actual postal charges shall be included in providing information)

e. In case by post (Ordinary, Registered or Speed post.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Is this information not made available by the Public Authority under voluntary disclosure

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Do you agree to pay the required fee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Have you deposited application fee? (If yes, details of such deposit)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?

Place : ........................ Full Signature of the applicant and Address

Date : ......................... E-mail address, if any................................

Tel. No. (Office).......................................

(Residence)...............................................

………………………………

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D No\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_

1. Received an application in Form A from Shri/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resident of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_under the Right to Information Act, 2005.

2. The information is proposed to be given normally within 30 days from the date of receipt of

application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.

3. The applicant is advised to contact Shri. \_\_\_\_\_\_\_\_\_\_ between 11 A.M to 1 P.M.

4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any

5. The applicant shall have to deposit the balance fee, if any, with authorized person before

collection of information.

Signature and Stamp of the

Public Information Officer

PICT

E-mail address: hr@sme.in

Web-site: http://www.sme.in

Tel. No.0172-2777120

Dated.................

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Form ‘B’**

**TRANSFER OF APPLICATION FORM**

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: .................

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir / Madam,

Please refer to your application; I.D. No.\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The requested information does not fall within the jurisdiction of this Corporation and, therefore, your application is being referred herewith to Shri \_\_\_\_\_\_\_\_\_\_\_

3. This is supersession of the acknowledgement given to your on \_\_\_\_\_\_\_\_\_\_\_\_\_

Yours faithfully,

Public Information Officer

E-mail address: hr@sme.in

Web-site: http://www.sme.in

Strike out wherever not applicable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Form ‘C’**

**Rejection Order**

**[See rule 8&9]**

From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: .........................

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir/ Madam,

Please refer to your application , I.D. No.\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The information asked for cannot be supplied due to following reasons: -

i).................................................................................................................

ii)................................................................................................................

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate

authority ( The Managing Director, Punjab Infotech) within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer

E-mail address: hr@sme.in

Web-site: http://www.sme.in

Tel. No.0172-2777120

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**FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I.D.  No. | Name and  Address of  Applicant | Date of  receipt of  application in  Form A | Type of  information  asked | Particulars of fee  deposited | | | Status of disposal of application | | | |
|  |  |  |  | Amount | Receipt  No. | Date | Information | | Application | |
|  |  |  |  |  |  |  | Supplied | Partly  Supplied | Rejected | Returned  to  applicant | |
|  |  |  |  |  |  |  |  |  |  |  | |

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SME Business Services Limited