

PUNJAB SCHOOL EDUCATION BOARD

Form 'A'

[See Regulation 3(1)]

Application for information under section 6(1) of the Act

To

The Public Information Officer,
Punjab School Education Board,
Mohali.

1. Full name of the Applicant
2. Father's Spouse's name
3. Permanent Address
4. Particulars of information solicited
 - a) Subject Matter of information
 - b) The period to which the information relates
 - c) Specific 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, then indicate whether by ordinary, registered or speed Post (Attach stamped self addressed envelope for dispatch of information).
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 the application?

Place

Date

Full Signature of the Applicant and Address

Punjab School Education Board

Form 'B'

(See Rule 3 (2)]

Acknowledgement

Office of the Public Information Officer

Received the application from Mr./Mrs.....

Address.....

seeking information on (Subject to be specified).....

.....

.Vide Diary No.....Dated.....

Place:

Date:

PIO/APIO

(Designation and Seal)

Punjab School Education Board

Form 'D'

[See Regulation 4(3)]

INFORMATION OF FEE ASSESSED FOR MAKING PAYMENT

From

Public Information Officer
Punjab School, Education Board,
Mohali.

To

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Sub: Supply of Information under the Right to Information Act, 2005.

Sir,

Please refer to your application dated addressed to the undersigned requesting information on

2. I am to inform you that the following amount towards cost for providing information may be deposited by way of Crossed Bank Draft/ Banker's Cheque / IPO or in Cash to enable the undersigned to furnish the information sought by you,

3. The Bank Draft/Banker's Cheque/IPO should be drawn in favour of Secretary, Punjab School Education Board, Mohali payable at Mohali/Chandigarh or the amount may be deposited in cash with the Cashier of the Board.

4. A self-addressed envelope duly stamped may also be submitted for supplying the requisite information. Stamps on the envelope may be affixed according to the desired mode of supplying the information i.e. through ordinary, registered or speed post.

Fee calculation.....

Total amount to be deposited.....

Yours faithfully,

Dated:

Place:

Public Information Officer.

Punjab School Education Board
FORM 'E'
[See Regulation 4(5)]

INTIMATION OF REJECTION

From
Public Information Officer
Punjab School, Education Board,
Mohali.

To
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Subject:- Supply of information under the Right to Information Act, 2005.

Sir,
Please refer to your application dated.....addressed to the undersigned requesting for the supply of information regarding _____.

2. The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons, namely:-

- (i) It comes under the exempted category covered under section 8 & 9 the Act.
- (ii) Your application was not complete in respect of _____
- (iii) Your identity is not satisfactory.
- (iv) The information is contained in published material available to Public.
- (v) You did not pay the required fee with your application for providing information.
- (vi) The information sought for is prohibited as per the provisions of section 24(4) of the Act.
- (vii) The information as sought for by you is available on our Website (Name of the Website to be specified). You may download the information..
- (viii) Any other reasons.

3. However, if you feel aggrieved by this refusal, you may file an appeal before the Vice Chairman, Punjab School Education Board, Mohali (Ist Appellate Authority) with in a period of thirty days of the receipt of this letter.

Dated:

Place: Public Information Officer