

“A”

(See rule-3 (1))

Application for Information under “Right to Information Act 2005”

To

The Public Information Officer/

Assistant Public Information Officer,

Name of the Department

.....

From which the Information is sought

.....

(a)	Subject matter of Information	
(b)	Period to which the Information relates/ Months and years.	
(c)	Description of the Information required.	
(d)	File No. if available	
(e)	Whether the applicant claims exemption as below poverty line family, if yes attach proof.	
(f)	Original Treasury Challan number, amount and date of depositing application fee under Rule-4 to be attached.	

Address for correspondence: -

Applicant

Name:-

Address:-

Tel No:-

**ACKNOWLEDGEMENT**

**Received your application dated \_\_\_\_\_ alongwith  
Draft/Challan/IPO No. \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ vide diary  
No. \_\_\_\_\_ dated \_\_\_\_\_**

**Public Information Officer  
Directorate of Higher Education  
Himachal Pradesh.**