**Information for RTI Applicants**

* All references to the Board should be made in the form of an official letter with

which all relevant papers or copies of papers should be forwarded.

* Related to seeking Information
* Application form (a copy of the application form for reference)
* Fee as prescribed
* No fees will be charged from people living below the poverty line

**Performa for seeking information under the Right of Information Act (RTI Act)**

1. Name of the Applicant in full (Capital Letters)
2. Father's Name
3. Current Postal Address
4. Telephone No. (0)\_\_\_\_\_\_\_ (R ) \_\_\_\_\_\_
5. Fax No.
6. Mobile No.
7. E-mail
8. 8(a). Details of information required
9. 8(b). If it relates to Examination/ Assessment (CAS)/Direct recruitment/ General administration,

also indicate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Candidate** | **Father's Name** | **Examination/Interview Appeared/Passed** | **Date of Exam/ Interview** | **Roll No. (for Exam.)** |

9. Requisite fee have been paid vide Receipt No. \_\_\_\_\_\_dated \_\_\_\_\_ (Original or Photocopy of receipt for ` \_\_\_\_ enclosed).

Payment shall be received only by way of cash at the Cashier Office, ASRB, Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012 or IPO/ Bank Draft/ Banker's Cheque drawn on any scheduled commercial Bank in favour of Secretary, Agricultural Scientists' Recruitment Board payable at New Delhi. No Money Orders or personal cheques shall be accepted under any circumstances.

**Undertaking**

I hereby solemnly declare that the aforesaid particulars mentioned are correct to the best of my knowledge and belief.

(Full signatures) Date: Address:

Place:

**ACKNOWLEDGEMENT PROFORMA**

For office use:

Date of Receipt of application \_\_\_\_\_\_

IPO/ Bank Draft. /Cashier Receipt./ Bankers Cheque

No\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_ Amount\_\_\_\_\_\_\_

Signature of Receiving Official

**Details of Fees payable for seeking information under RTI Act -2005**

The requisite fee for seeking information must be deposited in cash under the Proper Fee code as given below. If the payments being made by IPO/DD or Bankers cheque, the fee code must be mentioned at the back of the DD/BC a1ong with other particulars.

The fee details are as given below:

1. A request for obtaining information under sub-section(1) of Section 6, shall be accompanied by an application fee of rupees (` 10/-)by IPO/ cash against proper receipt or by IPO/ demand draft or bankers cheque in favour of the Secretary, ASRB,KAB-I, Pusa, New Delhi and payable at New Delhi only.
2. For providing the information under sub-section (1) of Section (7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque in favour of the Secretary, ASRB and payable at New Delhi (only at the following rates:

(a) rupees two for each page (in A-4 or A-3 size paper) created or copied;

(b) actual charge or cost price of a copy in larger size paper; and

(c) for inspection of records, no fee for the first hour; and

(d)a fee of rupees ten for each half an hour (or fraction thereof) thereafter.

1. For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by IPO or demand draft or bankers cheque in favour of the Secretary, ASRB and payable at New Delhi at the following rates:

(a) for information required in diskette or floppy rupees fifty per diskette or floppy; and

(b) for information required in printed form at the price fixed for such photocopy or rupees two per page of photocopy for extracts from the publication.