RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

R.K. Valley (Idupulapaya)-516330, Y.S.R. Kadapa Dist., A.P.,

** RIGHT TO INFORMATION ACT–2005 **

DETAILS OF APPELLATE AUTHORITY & INFORMATION OFFICERS:

The information given here is in respect of the RGUKT, RK Valley. The following Public Information Officers have been appointed to assist in discharging the duties under this Act.

Appellate Authority : Prof. G. Bhagavannarayana, Director, RGUKT, RK Valley.

PIO for Administration, Development and Establishment Sections : Prof. E. Viswanatha Reddy, Administrative Officer (i/c), RGUKT, RK Valley.

PIO for Academics & Examination : Prof. K. Venugopal Reddy, Dean (i/c) Academics

PIO for Messes and Hostels : Prof. B. N. L. Narasappa, Dean (i/c) Students' Welfare

PIO for Finance Section : Prof. K. L. N. Reddy, Finance Officer (i/c)

APIO for Examination : Dr. Amarendra Kumar Sandra, COE

1. **PROCEDURE OF FILING OF APPLICATION**

   A person, who desires to obtain any information under this Act shall make a request in Electronically typed request letter in English accompanying such fee as mentioned in Procedure 3.

2. **FORMAT OF APPLICATION FORM**

   The applicant should clearly mention his/her Name & address for correspondence, Telephone No (optional) and specific information which he/she wants if practicable with No. & Date etc.

3. **FEE**

   a) Fee may be made in cash against proper receipt or by Banker's Cheque/Bank draft in favour of the Director, RGUKT, RK Valley.

   b) Quantum of fee: A request for obtaining information under Sub-section (1) of accompanied by an application fee of Rs.10/- (Rupees Ten only) by way as mentioned at above.
   For providing the information under sub-section (1) of Section 7, the fee shall be chargeable rates:-

   i) Rupees two for each page created or copied (A4 or A3 size paper)
   ii) Actual charge or cost price of a copy in larger size paper
   iii) Actual cost or price for samples or models and
   iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each sub-section.

4. RECEIPT FOR APPLICATION & FEE

The applicant can remit the requisite fee as per the Procedure at 3 (a) and all the applications can be sent to the Public Information Officer (PIO).

5. APPEALS AND APPELLATE AUTHORITIES ETC. IF ANY

Appeals against the decision of PIO can be made before the Appellate authority i.e. Director, RGUKT, RK Valley.

6. GENERAL

The Institute had already launched a website viz. www.rguktrkv.ac.in wherein detailed information regarding all matters relating to Administration, Alumni, Departments, Opportunities, Placements, Tenders, TEQIP, Staff, Directory, Syllabus & Students Mess Bill. The website may be seen for further details.

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R.K. Valley (Idupulapaya)-516330, Y.S.R. Kadapa Dist., A.P.,

APPLICATION FOR SEEKING INFORMATION UNDER THE RIGHT TO INFORMATION A C T, 2005.

Please note the procedure prescribed before filling the form

Please fill in BLOCK LETTERS

PART – I		
1	Name of the applicant	
2	Date of Birth	
3	Gender: Male / Female	
4	Father's full name	
5	Mother's full name	
6	Present address with Pin code Telephone / Mobile No: Residential Office	
7	Permanent address with Pin code Telephone / Mobile No: Residential Office	
8	E-mai I.D. if any	
9	Proof of Residence (Election Voter's card/ Passport/PAN No.)	
PART - II		
(i)	Specify the particulars of the information sought for	
(ii)	Whether the information sought is required to be supplied in printed form	
(iii)	Whether application fee of Rs. 10 (Rupees Ten only) paid	
(iv)	Bank Name: D.D. No./ Banker's Cheque No.: Date:	

Declaration of the Applicant

(i)   I am a bonafide citizen of India and we allegiance to the sovereignty, unity and integrity of India and not voluntarily acquired the citizenship of another country.

(ii)   The information given by me in this form is true and I am solely responsible for this accuracy.

(Signature of the Applicant)

Place:

Date: