शासकीय लघु उद्योग विकास महामंडळ

GOVERNMENT SMALL INDUSTRIES DEVELOPMENT CORPORATION

Right to Information | सूचना का अधिकार

FORM: GSIDC/RTI-01

RTI APPLICATION FORM

सूचना का अधिकार अधिनियम, 2005 की धारा 6(1) के अंतर्गत आवेदन | Under Section 6(1), RTI Act, 2005

To,
The Public Information Officer (PIO)
Shaskiya Laghu Udyog Vikas Mahamandal (GSIDC)
Head Office: Bldg. No. 45, Opp. Wadi Police Station, Amravati Road, Wadi, Nagpur, Maharashtra – 440023

For Office Use
RTI Reg. No. .....
Received on .....
Fee Receipt No. .....

A. APPLICANT DETAILS | आवेदक का विवरण

1. Full Name
Mr. / Ms. .....

2. Father's / Husband's Name ..... **Mother's Name** .....

3. Address for correspondence .....

..... **PIN Code** .....

4. Mobile No. ..... **E-mail ID** .....

5. Are you a citizen of India? ☐ Yes ☐ No

6. Below Poverty Line (BPL)? ☐ Yes ☐ No
If yes, enclose a copy of the BPL card / certificate (no fee payable)

B. INFORMATION REQUIRED | माँगी गई सूचना (tick ✓ the applicable box)

☐ **(i) Photocopy of my Answer Book(s)** of the Corporation Examination with the following particulars: (**NB:** for verification of marks / revaluation, apply online – see overleaf)

Diploma / Certificate Examination ..... **Session / Year** .....

Roll No. ..... **Enrolment No.** .....

Name of College / Institute .....

S.No.	Subject / Paper Name	Paper Code	Exam Month & Year
1			
2			
3			
4			

☐ **(ii) Other information** (state clearly and specifically; attach a separate sheet if required)

.....

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Period to which the information relates .....

C. APPLICATION FEE & MODE OF REPLY

An amount of **Rs. 10/-** by way of ☐ IPO ☐ DD No. ..... dated ..... in favour of **Directors, Shaskiya Laghu Udyog Vikas Mahamandal (GSIDC)** is enclosed herewith as fee under the RTI Act, 2005. (Not required for BPL applicants.)

I wish to receive the information: ☐ **By post at the above address** ☐ **By e-mail** ☐ **In person**

D. DECLARATION | घोषणा

I declare that I am a citizen of India and the particulars given above are true. **For answer book requests:** I undertake that I am the same candidate who appeared in the aforesaid examination; a self-attested photocopy of my admit card / hall ticket is enclosed for verification of my identity.

Enclosures (✓): ☐ IPO / DD of Rs. 10/- ☐ Self-attested Admit Card / Hall Ticket ☐ ID proof ☐ BPL card (if applicable) ☐ Additional sheet

Place: ..... Date: .....

Signature of Applicant

HOW TO APPLY UNDER RTI

आवेदन से पहले कृपया ये निर्देश ध्यान से पढ़ें

1. Who can apply & how

1. Any **citizen of India** can seek information under the Right to Information Act, 2005. You do not have to give any reason for asking for information.
2. Fill this form in BLOCK letters, sign it and send it **by post or by hand** to the Public Information Officer at the address on page 1. Keep a photocopy for your record.
3. Ask for **specific information** (documents, records, copies). Questions like "why" or requests to give opinions are not "information" under the Act.
4. Write a separate application for each unrelated subject.

2. Fees

#	Item	Fee
1	Application fee (with this form)	**Rs. 10/-** by IPO / DD in favour of Directors, Shaskiya Laghu Udyog Vikas Mahamandal (GSIDC)
2	Copies of documents (A4 / A3 size)	Rs. 2/- per page, as intimated by the PIO
3	Applicants Below Poverty Line (BPL)	**No fee** – enclose a copy of the BPL card / certificate

Any additional fee for copies will be informed to you in writing by the PIO; information is provided after that fee is received.

3. Time limit for reply

1. The PIO will provide the information or reply within **30 days** of receipt of the application.
2. If the information concerns the life or liberty of a person, it is provided within **48 hours**.

4. If you are not satisfied – Appeal

1. **First Appeal:** If you do not receive a reply within the time limit, or are not satisfied with it, you may file a first appeal before the **First Appellate Authority of GSIDC** within **30 days** from the expiry of the time limit or from the receipt of the reply.
2. **Second Appeal:** Against the decision of the First Appellate Authority, a second appeal lies with the **Central Information Commission** within **90 days**.

Answer book photocopy: mention your Roll No., Enrolment No., examination, session and subjects correctly, and enclose a self-attested copy of your admit card / hall ticket. Incomplete applications may be returned. For **re-totalling / revaluation**, use the online facility of the Corporation – it is not processed under RTI.

Address for RTI applications

The Public Information Officer, Shaskiya Laghu Udyog Vikas Mahamandal (GSIDC)
Head Office: Bldg. No. 45, Opp. Wadi Police Station, Amravati Road, Wadi, Nagpur, Maharashtra – 440023
Website: www.gsidc.org.in/rti | Email: info@gsidc.org.in | Phone: 022-69612180 | Toll Free: 1800-889-1134

The full text of the Right to Information Act, 2005 (Hindi & English) is available at **www.gsidc.org.in/rti**.