

sample rti,examination copies under rti, evaluated copies, answersheet rti, download sample rti

RTI Application for Examination Paper



RTI Wiki

Right to Information, India

RTI Application for Examination Paper

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Drafting notes. This is a sample application. Customise each item before filing. See Guide for applicants for procedure, fee, and appeal path. After 14 November 2025, requests seeking information about a named individual engage Section 8(1)(j) as amended by Section 44(3) of the Digital Personal Data Protection Act, 2023. See the practitioner note for the test the Public Information Officer must apply.



This is the sample questions for asking evaluated answersheet under Right to Information Act. You can read about latest judgements and rulings regarding Answer Sheets from our Case Law segment here.

If you have any queries regarding filing RTI Application, you can go ahead at our forums and request assistance from our community.

Format for the RTI Application

To,

Central Public Information Officer, O/o Registrar of University, [Name of the University] [Full Address]

Subject: Information under Right to Information Act 2005

Dated: [Enter the Date of RTI Application]

Dear Sir, Kindly furnish certified copies of my answer-sheets, the details of which are as under:

1. Name of the candidate: [Enter Your Name]
2. Roll Number : [Enter the Roll Number]
3. Name of Exam : [Write the name of the examination, say BSC 2nd year]
4. Date of Exam : [Date of the Examination]
5. Name of the Subject: [Give the names of the subjects for which you want the copies]
6. Exam Center: [Exam center location]
7. Subject Code: [Write the Subject Code of Exam]
8. Centre Code: [Write the Center code as available in Hall Ticket]

[If you are attaching the Xerox copy of the Hall Ticket, Kindly click here and write, I am attaching the xerox copy of the Hall ticket]

I am attaching the prescribed fees of Rs [Write the fee amount deposited. Check the University website for the correct RTI Fees] /- paid through [Write the Mode of Payment Cash /Cheque/Postal Order e.t.c] dated [Write the date of the examination].

With Regards,

[Name of Yours here]

[Date of writing RTI Application]

[Full Postal Address along with email & Telephone number]

Guidelines for filing RTI Application Form

1. Obtaining answer sheets under RTI and revaluation and/or rechecking are different process. By filing RTI application, the student can obtain copy of his own evaluated answer sheet from the university within the Record Retention period. Student can seek this information directly from the PIO of the University.
2. For re-valuation, there is prescribed procedure including submission of application with prescribed fee for each subject within stipulated cut-off date for submission of such application. This application needs to be routed through the concerned college. Application for revaluation shall not be accepted after cut-off date.
3. Best method is to do both simultaneously i.e. file RTI Application and seek evaluated answer sheet of that subject and at the same time submit application for revaluation. By this way, student can be sure that the answer sheet is atleast located by the university. Applicant can also show the evaluated answer paper to HoD of his college and get his view on chance of getting more marks as also mistake in calculations. This is also useful since the student can take a decision whether he must prepare for reattempt or there will be chance to get through.
4. RTI Application is to be addressed to the Public Information officer (PIO) in the office of Registrar of University. Application shall be submitted by Speed Post and speed post delivery

be tracked through India Post website SPEED POST TRACKING and a print out be kept on record.

Download other templates for RTI

- Sample RTI: Ayushman Bharat PMJAY Hospital Denial and Treatment Authorisation
- RTI Application for Commencement Certificate
- RTI Application for Competitive Examination Marks
- RTI Application for Complaint Status: Sample Letter and Appeal Wording (2026)
- Sample RTI: DISCOM Power Cut, Voltage Fluctuation and Bill Dispute Records
- RTI Application for EPF transfer Status
- RTI Application for EPF Withdrawal Status
- RTI Application for Examination Paper
- Sample RTI for FIR, charge-sheet, closure report: 2026
- RTI Application for Gram Panchayat Works and Funds: Sample 2026
- RTI Application for Grievance Status: Track CPGRAMS Petition with RTI (2026)
- हिन्दी RTI नमूना : सूचना का अधिकार आवेदन प्रारूप (2026)
- Sample RTI: Government Hospital Treatment, Billing and Referral Records
- RTI Application for Illegal Construction
- RTI Application for Income Tax Refund Status: Sample and Appeal Wording (2026)
- RTI Application for IRCTC Refund Delay: Sample 2026
- Sample RTI for land mutation delays: citizen guide 2026
- RTI Application for LPG Refill Delay: Indane HP Bharat Sample 2026
- RTI Application for marksheet verification
- Sample RTI for MGNREGA wages / muster-roll: citizen guide 2026
- RTI Application for Missing File or Record
- RTI Application for MPLAD Funds
- Sample RTI for MPLAD funds: citizen guide 2026
- RTI Application for Occupancy Certificate Delay: Sample 2026
- RTI Application for Land Records and Title Documents: Sample 2026
- RTI Application for Ownership of Vehicle
- RTI Application for Passport Delay: RPO PSK Sample (2026)
- Sample RTI for stuck passport: citizen guide 2026
- RTI Application for Pension: Sample, Format and Appeal Wording (2026)
- PF withdrawal stuck? RTI sample + 2026 citizen guide
- Sample RTI: PM-Kisan Instalment, eKYC and Land-Record Verification
- Sample RTI: PMAY Pradhan Mantri Awas Yojana Beneficiary List, Sanction and Instalment Status
- RTI Application for Ration Card Delay
- Sample RTI for ration card delays: citizen guide 2026
- RC Book Delay: RTI to Force the RTO to Reply in 30 Days
- RTI Application for Road Works
- RTI Application for Foreign Tour Details of Government Officers: Sample 2026
- RTI Application on Issue Referred by MP or MLA: Sample 2026

- Marathi RTI sample: Maharashtra state RTI 2026
- RTI Application for Scholarship Delay: NSP and State Portal Sample (2026)
- Sample RTI for stuck scholarship: citizen guide 2026
- RTI Application for Own Service Record: Sample and Appeal Wording (2026)
- RTI Application for Tender Documents: NIT, Bid Summary, Award Letter (2026)
- Toll plaza RTI: concession agreement, over-collection, FASTag (2026)
- Sample RTI: UDID Disability Card, Medical Board and Pension Linkage
- Sample RTI: Voter ID Card Status, EPIC Issue and Electoral Roll Inclusion
- Sample RTI: Disputed Water Bill, Meter Reading and Connection History

Related

- Guide for applicants. The procedure, fee, and appeal path.
- Template: first RTI application. A general-purpose first-application format.
- Template: first appeal. For drafting an appeal under Section 19(1).
- PIO reply after DPDP Rules, 2025. On how a Public Information Officer is to reply when personal information is involved.
- All sample RTI applications. The full index.

Sources

1. The Right to Information Act, 2005, Sections 6, 7, 8, 10, 11, and 19.
2. The Right to Information (Regulation of Fee and Cost) Rules, 2005, Central Government.
3. The Digital Personal Data Protection Act, 2023, Section 44(3).

Last reviewed on: 19 April 2026: RTI Wiki editorial team.

applicant, application, exam-paper, rti, sample-rti

	<p>Right to Information Wiki The working reference for India's Right to Information Act, 2005.</p>	
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