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***RTI Application for Scholarship Delay*** ..... 1



# RTI Application for Scholarship Delay

## SampleRTI

Large number of queries are raised regarding inordinate delay in sanction of Scholarship. Now that the process is online, but the authorities both at college level as well as at Nodal Agency level fail to update the details of the student such as marks scored in previous examination and/or other mandatory information, causing hold up or abnormal delay. In such situation, it is necessary to submit a representation narrating the issues to the concerned officer at State Education Department or Nodal Agency for Scholarships as well as to the concerned University /college with a request to grant scholarship immediately. If no action is taken within 30 days' time, please file RTI application before the concerned Public Information Officer of Education Department or Nodal Agency for Scholarships as also University (\*separately) and seek following information:

To The Public Information Officer  
 \*Education Department  
 .....(Full address)  
 PIN Code.....

Sub: Request for information under Section-6(1) read with proviso below Section-7(1) of RTI Act.

Sir,

Please supply me the following information in respect of Scholarship Application details mentioned below:

### Details of Scholarship Application

Application ID .....  
 Student Registration ID  
 Date of Application : .....  
 Name of College: .....  
 Name of Course : .....  
 Year and Semester: .....  
 District : .....  
 State .....

### Particulars of information required

[1] certified copy of the Note sheet indicating notings by various officers and decision of competent authority on my representation dated ..... regarding grant of scholarship to me.

[2] If no action is taken and no decision is taken on my representation dated ....., please inform me the name, designation and office address of the Officer(s) and staff responsible for taking action on my representation dated ..... regarding grant of scholarship to me.

[3] please inform me the normal time required for taking decision on my representation

dated ..... regarding grant of scholarship to me, based on citizen charger of your public authority.

[4] Please inform me the name, designation and office address of the officer(s) and staff entrusted with the work of updating my marks and other mandatory inputs.

[5] Please inform me the date on which my scholarship case was entrusted to staff for updating marks and/or other mandatory inputs.

[6] Please inform me the reason on record for not updating the mark or other mandatory inputs on my scholarship case till today.

[7] Please inform me the date by which your public authority shall complete the process and sanction scholarship for me.

Application Fee of Rs..... is remitted as under (strike out which is not applicable):

[a] Paid by Challan and copy attached.

[b] Pasted Court Fee Stamp for Rs.....

[c] Attached IPO for Rs.10/- payable to the Accounts Officer, ..... .

Please send the information to my below address by Registered post.

Yours faithfully,

Signature

Name .....

Address .....

Pin Code .....

Date:

( Check Application Format and mode of payment of RTI Application Fee from RTI Rules applicable to the public authority )

For guidance in writing and submitting RTI Applications, please refer to: [\\*\\*How to Fill RTI Application Form\\*\\*](#)

**You may also refer to [National Scholarship Portal](#)** and similar portals of the State Governments.

{{(rater>id=1|name=RTI Application for ..... |type=rate)}}

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