




National Textile University

NTU/RO/RTI-Act 2017/24-3182
October 25, 2024

NOTIFICATION

It is notified for all the concerned that they may get / obtain information regarding University under Right of Access to Information Act 2017 as follows:

- i. The request should be made on the prescribed Form / Proforma and sent through registered mail along with legible copy of CNIC of the applicant.
 - ii. An affidavit on stamp paper of Rs.100/- to the effect that the particulars of applicant given in the prescribed form / proforma are correct and information acquired will not be misused.
 - iii. Challan of payment of Rs.100/- as request processing fee.
 - iv. In case of voluminous record (more than 10 pages), the applicant may be required to pay extra copying charges @ rate of Rs.25/- per page.
 - v. The application may be addressed to Public Information Officer (PIO), National Textile University, Faisalabad.
 - vi. Incomplete request will not be entertained.
2. This notification is issued with prior approval of the Competent Authority (Rector NTU).


Salman Saif
PIO / Registrar

Distribution:

1. Rector Office
2. Registrar's Circulation File
3. Director, NTU Karachi Campus
4. All Deans / Directors / HODs / Incharges
5. All the Employees of University
6. Finance Office
7. University Auditor
8. Office Copy.

Sheikhpura Road, Faisalabad-37610, Pakistan. Tel: 041 9230097 Fax: 041 9230098

www.ntu.edu.pk



National Textile University, Faisalabad.

APPLICATION FORM FOR ACCESS TO INFORMATION

| | |
|---|--|
| Name of the applicant | |
| Father's/ husband's name | |
| CNIC Number | |
| Postal address with contact number | |
| E Mail id, if any | |
| Occupation, if any | (a) In case employed in a Government or a public sector organization: • Name/ address of the organization: • Position held: |
| | (b) In case of private job: • Name of employer/ head of company/ enterprise/ with office address / phone number: • Position held: |
| | (c) In case of any other profession such as Lawyer, Journalist, Doctor, Engineer etc., • Profession: • Office address, if any with contact number: |
| | (d) In case of student, name of educational institution: |
| Nature/ specification of information/ public document/ record | |
| Signature and Thumb Impression of Applicant | |

General instructions:

- 1) The request should be made on the prescribed Form / Proforma and sent through registered mail along with legible copy of CNIC of the applicant.
- 2) An affidavit on stamp paper of Rs.100/- to the effect that the particulars of applicant given in the prescribed form / proforma are correct and information acquired will not be misused.
- 3) Challan of payment of Rs.100/- as request processing fee.
- 4) In case of voluminous record (more than 10 pages), the applicant may be required to pay extra copying charges @ rate of Rs.25/- per page.
- 5) The application may be addressed to Public Information Officer (PIO), National Textile University, Faisalabad.
- 6) Incomplete request will not be entertained.

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| Challan Form (Copy for Bank) | |
|--|--|
| Please deposit request processing fee Challan in any online branch of National Bank of Pakistan. | |
| Challan to be attached with application form / written request for copy of official document for Access to Information | |
| National Textile University, Faisalabad | |
| Name of the applicant (in block letters): | |
| CNIC No. | |
| | -- |
| (Note: The Bank is requested not to entertain deposit without CNIC number. | |
| Address with contact No. | |
| Brief description of official document/information required by the applicant. | |
| Bank Account Detail | Amount |
| <ul style="list-style-type: none"> Account No. 08893071040037 National Bank of Pakistan, Manawala-Malik Pur Branch, Faisalabad. Account Title: National Textile University, Faisalabad. | 100/- |
| Amount in words: Rupees One Hundred only | |
| Note: Request processing fee is non-refundable. | |
| Signature of applicant | Signature of the authorized bank official with stamp |

| Challan Form (Copy for University) | |
|--|--|
| Please deposit request processing fee Challan in any online branch of National Bank of Pakistan. | |
| Challan to be attached with application form / written request for copy of official document for Access to Information | |
| National Textile University, Faisalabad | |
| Name of the applicant (in block letters): | |
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| Amount in words: Rupees One Hundred Only | |
| Note: Request processing fee is non-refundable. | |
| Signature of applicant | Signature of the authorized bank official with stamp |

| Challan Form (Copy for Applicant) | |
|--|--|
| Please deposit request processing fee Challan in any online branch of National Bank of Pakistan. | |
| Challan to be attached with application form / written request for copy of official document for Access to Information | |
| National Textile University, Faisalabad | |
| Name of the applicant (in block letters): | |
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