

Procedure for submission of RTI application

1. The application shall be in English or Malayalam.
2. The full name, postal address with pincode, particulars of information required and other relevant reference, if any, are to be clearly specified in the application.
3. The application shall be accompanied by the prescribed fee of Rs.10/- which shall be remitted through any of the following options :
 - Pay in slip at the University Cash counter.
 - Indian Postal Order in favour of Finance Officer, M G University.
 - Demand Draft (Service Charge of Rs.10/- extra) from SBI in favor of Finance Officer, M G University payable at University Campus Branch(Code No.669).
 - Pay in slip at Friends Counter at Kottayam, Ernakulam Pathanamthitta or Painavu.

Note: Court fee stamp and Treasury Chalan are not accepted as fee for RTI applications.

The duly signed application addressed to the **Public Information Officer**, Mahatma Gandhi University, Priyadarsini Hills, Kottayam-686 560 may be submitted through post or in person at the Office of the Public Relations Officer, Mahatma Gandhi University.