

Information Handbook under RTI Act 2005

Chapter –1

Introduction

1.1 Background of this Handbook:

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India brought out the Act, namely “The Right to Information Act, 2005” (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Maulana Azad Education Foundation has brought out this handbook for information and guidance of the general public.

1.2 Objective/purpose of this handbook:

To provide basic information to public,

1.3 Intended users of this handbook:

Citizens of India, particularly Non-Governmental Organizations

1.4 Organization of the Information in this handbook:

Maulana Azad Education Foundation,

1.5 Definitions:

In these presents unless there be something in the subject or context inconsistent therewith

“Foundation or MAEF” means Maulana Azad Education Foundation,

“Act” means Societies Registration Act,

“RTI Act” means Right to Information Act,

“Office” means the registered office of the Foundation,

“Member” means members of the Foundation including office bearers,

“President” means President of the Foundation,

“Vice-President” means Vice-President of the Foundation,

“Treasurer” means Treasurer of the Foundation including any person appointed to perform the duties of Treasurer temporarily,

“Secretary” means Secretary of the Foundation including any person appointed to perform the duties of Secretary temporarily,

1.6 *Details of contact person for additional information:*

- (i) Shri Syed Jamal Ali, Public Information Officer, Maulana Azad Education Foundation, Social Justice Service Centre, Chelmsford Road, New Delhi – 110 055. Phone: 23583788/23583789,
- (ii) Shri S. Mujeeb A. Hashmi, Public Information Officer, Maulana Azad Education Foundation, Social Justice Service Centre, Chelmsford Road, New Delhi – 110 055. Phone: 23583788/23583789,

1.7 *Procedure & fee structure for getting information not available in the Handbook:*

a) The applicant seeking information under RTI Act may apply on prescribed format with a Demand Draft (DD) of Rs.50/- in favour of Maulana Azad Education Foundation and submit the same to the Public Information Officers as mentioned at (i) & (ii) above. Apart from this fee shall be charged as following:

- (i) Rs.2/- for each page (in A-4 or A-3 size paper) created or copied,
- (ii) Actual charge or cost price of a copy in larger size paper,
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

b) For providing information under sub-section (5) of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of DD at the following rates:

- (i) For information provided in diskette or floppy @ Rs.50/- (fifty only) per diskette or floppy; and
- (ii) For information provided in printed form, at the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publication.

Payment of these amounts will have to be made though DD favoring Maulana Azad Education Foundation, New Delhi.

Chapter –2 **(Particulars of Organization, Functions & Duties)**

2.1 *Introduction:*

Maulana Azad Education Foundation is a voluntary non-political, non-profit making, social service organization. The Foundation was established and registered as a Society under the Societies Registration Act 1860 in July, 1989. The Foundation is fully funded by the Govt. of India. The Hon'ble Minister of Minority Affairs is ex-officio President of the Foundation.

The General Body of the Foundation consists of 15 members out of which six members are ex-officio including the President, MAEF and rest nine members are nominated by the President, MAEF. The management of the Foundation is entrusted with its Governing Body, which consist of six members (including President, MAEF) selected from amongst the members of the General Body.

2.2 *Mission/vision statement of the public authority:*

The Foundation was established to promote education amongst the educationally backward minorities in particular and other weaker sections in general. The Foundation is a voluntary, non-political, non-profit making social service organization, established to promote education amongst educationally backward minorities.

2.3 *Brief history of the public authority and context of its formation:*

Though the Foundation was established & registered in July 1989, but its activities gained momentum only from the Financial Year 1993-94, when the Government of India released 1st installment of Corpus Fund amounting to Rs.5.00 crore; the Government released 2nd installment amounting to Rs.25.01 crore during Financial Year 1995-1996. Since then Corpus Fund has been augmented up to Rs.550.00 crore in the Rs.2010-11 which is expected to earn interest income of Rs.38.00 crores in the Year 2010-11 for expenditure during the year.

The Corpus Fund of the Foundation remains intact and kept invested in Banks/other financial institutions and the interest accrued thereon is the amount available for implementation of the Schemes of the Foundation.

Since its inception, the Foundation has sanctioned grant-in-aid Rs.130.67 crores (approx.) to 998 NGOs for various educational purposes till 31.03.2010. The Scheme of Maulana Azad National Scholarships for Meritorious Girls belonging to Minorities was started from the Year 2003-04 and till date 41977 girls have been granted scholarships of Rs.48.21 crores under the Scheme.

2.3 *Duties of public authority:*

To formulate and implement schemes and plans for the educational benefit of educationally backward minorities in particular and other weaker sections in general.

2.5 *Main activities/functions of the public authority:*

To provide financial assistance by way of grant-in-aid to registered Non-Governmental Organizations (NGOs) for strengthening infrastructure and to provide Scholarships to the meritorious girls belonging to educationally backward minorities,

2.6 *List of services being provided by the public authority with a brief write-up on them:*

At present, the Foundation is providing financial assistance under the following Schemes:

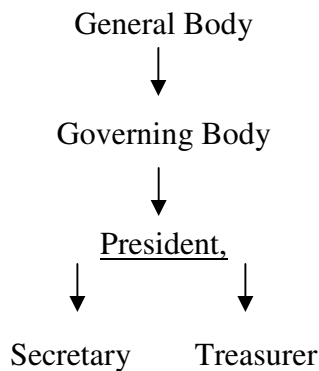
- (i) Financial assistance for construction/expansion of Schools belonging to educationally backward minorities,
- (ii) Financial assistance for purchase of Science/Computer lab equipments/furniture for institutions belonging to educationally backward minorities,
- (iii) Financial assistance for construction/ Expansion of Vocational Training Centre(VTC)/Industrial Training Institute(ITI)/Polytechnic belonging to educationally backward minorities,
- iv) Financial assistance for construction of Hostel building in institutions belonging to educationally backward minorities,
- (v) Financial assistance for construction/expansion of D.Ed/B.Ed. College belonging to educationally backward minorities,
- (vi) Financial assistance for Purchase of equipments/ machinery/tools/ furniture for VTC/ITI/Polytechnic belonging to educationally backward minorities,

- (vii) Financial Assistance under Maulana Azad National Scholarship Scheme for meritorious girls belonging to educationally backward minorities,
- (viii) Maulana Abul Kalam Literacy Awards to the Institutions rendering yeomen services for promoting education amongst educationally backward minorities (under revision),

(Booklet containing prescribed application formats & guidelines for submission of applications on the above Schemes may be downloaded from website: www.maef.nic.in or may be collected from the office of the Foundation)

2.7 *Organizational Structure Diagram at various levels namely State, directorate, region, district block etc (whichever is applicable):*

Organizational structure Diagram of the Foundation



2.7 *Expectation of the public authority from the public for enhancing its effectiveness and efficiency:*

To keep strict watch on the projects financed by the Foundation and if any short coming come to their notice, they should inform the Foundation immediately with necessary documentary evidences,

2.9 *Arrangements and methods made for seeking public participation/ contribution:*

The objective of the Foundation and its duties have been circulated and publicized by various modes throughout the country.

2.10 *Mechanism available for monitoring the service delivery and public grievance resolution:*

The decision of the Governing Body is final & binding, however, if any applicant is not satisfied with the decision of the Foundation, they can represent their grievance to the President/Secretary of the Foundation for further appropriate action.

2.11 *Address of the main office and other offices at different levels (Please categorize the addresses district wise for facilitating the understanding the user:*

The Foundation has its office in New Delhi and it has no branch office anywhere in the country. The office address of the Foundation is mentioned below:

Maulana Azad Education Foundation,
Social Justice Service Centre, Chelmsford Road,
New Delhi – 110 055.
Phone: 23583788/23583789, Fax No.23561945
Website: www.maef.nic.in

2.12 Opening hours of the Office: 09.30 a.m. (Monday to Friday)
Closing hours of the Office : 06.00 p.m. (Monday to Friday)

Chapter –3 (Powers and Duties of Officers and Employees)

The Officers and employees of the Foundation are governed as per Memorandum of Association & Rules Regulations of the Foundation. For details please refer to the linked document.

Chapter –4 (Rules, Regulations, Instructions, Manual and Records for Discharging Functions)

The copy of the Rules & Regulations, instructions, Manual and Records are available on its website and also with:

The Secretary,
Maulana Azad Education Foundation,
Social Justice Service Centre, Chelmsford Road,
New Delhi – 110 055.
Phone: 23583788/23583789; Fax No.23561945
Website: www.maef.nic.in

Chapter –5

(Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof)

5.1 Formulation of Policy:

The General Body of the Foundation which formulates the policy of the Foundation consists of 15 members including the following 6 ex-officio members:

- (i) Union Minister of Minority Affairs,
- (ii) Vice-Chancellor, Aligarh Muslim University, Aligarh,
- (iii) Vice-Chancellor, Jamia Millia Islamia, New Delhi,
- (iv) Joint Secretary (IM), M/o Minority Affairs,
- (v) Chairman, Education & Women Welfare Committee of Central Wakf Council, New Delhi,
- (vi) Secretary, Central Wakf Council, New Delhi

The other 9 (nine) members of the General Body are nominated by the President, MAEF for a period of three years. These members come from the public. The list of present members of the General Body of the Foundation is as follows:

S. No.	Name of Member	Address with phone number	Designation
1	Shri Salman Khurshid Hon'ble Minister of Minority Affairs	Ministry of Minority Affairs, Govt. of India 11th Floor, Paryawaran Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 3 011- 24364273, 24364274 (O)	Ex-Officio Member & President, MAEF
2	Chairman, Education & Women Welfare Committee, CWC	Central Wakf Council, 14/173, Jam Nagar House, Shahjahan Road, New Delhi – 110 011, 011-23384465	Ex-Officio Member
3	Shri Upendra Tripathy JS (IM),	Ministry of Minority Affairs, Govt. of India 11th Floor, Paryawaran Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 3 011- 24364271	Ex-Officio Member
4	Shri Najib Jung, VC, JMI,	VC Lodge, Jamia Millia Islamia, Jamia Nagar, New Delhi – 110 025 011-26984650, 26985180	Ex-Officio Member
5	Prof. P.K. Abdul Azis VC, AMU,	VC Lodge, Aligarh Muslim University, Aligarh – 202 002 (UP) 0571-2700994	Ex-Officio Member
6	Secretary, CWC,	Central Wakf Council, 14/173, Jam Nagar House, Shahjahan Road, New Delhi – 110 011, 011-23384465	Ex-Officio Member

7	Maulana Syed Ahmed Khizar Shah	“BAITUL HIKMAT”, Near Chatta Masjid, Deoband, Saharanpur – 247 554 (UP)	Treasurer, MAEF
8	Smt. Jameela Ibrahim, Advocate	Jami Manzil, T.B. Road, Kollam –1 (Kerala)	Member, MAEF
9	Shri Jafar Masood Hasani	Khatoon Manzil, Haider Mirza Road, Lucknow (UP)	Member, MAEF
10	Shri Abdul Majeed Aboobaker Parekh	103, Parichay C.H. Society, Sherley Rajan Road, Bandra (W), Mumbai- 400 050 (Maharashtra)	Member, MAEF
11	Dr. Mohd. Muslim	Khinni Talla, Kaharon Ka Adda, Raibareli (UP)	Member, MAEF
12	Maulana Wali Rehmani	Khanqah Rahmani, Munger (Bihar)	Member, MAEF
13	Shri Sami Khatib	‘Shoa’ Gulmohar Cross Road-5, JVPD Scheme, Mumbai – 49	Member, MAEF
14	Shri Aziz Tankarvi	Falshruti Nagar, Shopping Centre no.-4, Ist floor, Office no. 21, Near ST Depot, Bharuch, (Gujarat)	Member, MAEF
15	Shri Naqi Malhotra (Tat wale)	8822, Naya Mohalla, Pul Bangash, Delhi - 110006	Member, MAEF

5.2 Implementation of Policy:

The implementation of policies is looked after by the Governing Body, which consist of six members including Hon’ble Minister/President, MAEF. The other members of the Governing Body are selected from amongst the members of the General Body. The present members of the Governing Body are as follows:

S. No.	Name of Member	Address with phone number	Designation
1	Shri Salman Khurshid Hon’ble Minister of Minority Affairs	Ministry of Minority Affairs, Govt. of India 11th Floor, Paryawaran Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 3 011- 24364273, 24364274 (O)	Ex-Officio Member & President, MAEF
2	Vacant	---	Vice President,MAEF
3	Maulana Syed Ahmed Khizar Shah	“BAITUL HIKMAT”, Near Chatta Masjid, Deoband, Saharanpur – 247554	Treasurer, MAEF

		(UP),	
4	Smt. Jameela Ibrahim, Advocate	Jami Manzil, T.B. Road, Kollam –1 (Kerala)	Member, MAEF
5	Dr. Mohd. Muslim,	Khinni Talla, Kaharon Ka Adda, Raibareli (UP)	Member, MAEF
6	Shri Jafar Masood Hasani	Khatoon Manzil, Haider Mirza Road, Lucknow (UP)	Member, MAEF

Chapter –6

(A statement of the categories of documents that are held by it or under its control)

S. No.	Category of the Document	Name of the Document	Procedure to obtain the document	Held by
1		Minutes of the General Body/ Governing Body/ Sub-Committee meetings of MAEF	By submission of application on prescribed format	Shri Mujeeb A. Hashmi, Stenographer,
2		Documents/files pertaining to sanction of grants to NGOs	-do-	-do-
3		Documents related to Maulana Azad National Literacy Awards	-do-	-do-
4		Documents relating to registration/establishment of the Foundation	-do-	Shri Jamal Ali, Accountant
5		Documents pertaining to investment of Corpus Fund and other financial matters	-do-	-do-
6		Documents related to sanction/ release of Scholarships	-do-	-do-

Chapter –7

(A statement of boards, councils, committees and other bodies constituted as its part)

- | | | |
|-------|---|---|
| (i) | Name and address of the Affiliated Body | : Not applicable |
| (ii) | Type of Affiliated Body | : Not applicable |
| (iii) | Brief introduction of the Affiliated Body | : Not applicable |
| (iv) | Role of the Affiliated Body | : Not applicable |
| (v) | Structure and member composition | : List of members of MAEF
General Body is available in the Chapter No.5 above, |
| (vi) | Head of the Body | : President, MAEF, |
| (vii) | Address of the main office and its branches | : Maulana Azad Education |

Foundation, Social Justice Service
Centre Chelmsford Road,
New Delhi – 110 055,
Phone: 23583788/23583789,
Fax: 23561945
website: www.maef.nic.in

- (viii) Frequency of meetings
 (a) General Body : At least twice in a calendar year,
 (b) Governing Body : At least once in two months
- (ix) Can public participate in the meetings : No,
 (x) Are minutes of the meetings prepared : Yes,

Chapter –8

(The names, designations and other particulars of the Public Information Officers)

Public Information Officers:

S. No.	Name	Designation	STD Code	Phone (Office)	Phone (Home)	Fax	E-mail	Address
1	Shri Syed Jamal Ali	Accounts Officer	011	235837 88/2358 3789	-	235619 45	-	Maulana Azad Education Foundation, Social Justice Service Centre, Chelmsford Road, New Delhi – 110 055
2	Shri S. Mujeeb A. Hashmi	Section Officer	011	-do-	-	-do-	-	Maulana Azad Education Foundation, Social Justice Service Centre, Chelmsford Road, New Delhi – 110 055

Appellate Authority:

S. No.	Name	Designation	STD Code	Phone (Office)	Phone (Home)	Fax	E-mail	Address
1	Shri Abrar Ahmed	Secretary	011	235837 88/2358 3789	-	235619 45	-	Maulana Azad Education Foundation, Social Justice Service Centre, Chelmsford Road, New Delhi – 110 055

Chapter –9
(Procedure followed in Decision Making Process)

9.1 *What is the procedure followed to take a decision for various matters?*

All important decisions are taken by the Governing Body of the Foundation, which is fully empowered according to Rules and Regulations of the Foundation, to take decision on all matters. The Governing Body takes the decision on the recommendations of the Sub-Committee, if any, constituted for this purpose. In case of emergency, the President, MAEF, take decisions and the same are placed before the Governing Body at its next meeting for ratification.

9.2 *What are the documented procedure / laid down procedures / defined criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?*

To take decision on any important matter, the agenda notes for the same are prepared and distributed amongst members of the Governing Body of the Foundation. The Governing Body considers the same during its meeting and passes resolutions on the matter, which are recorded in the minutes of the meeting.

9.3 *What are the arrangements to communicate the decision to the public?*

The decision of the Governing Body is communicated by post to the concerned.

9.4 *Who are the officers at various levels whose opinions are sought for the process of decision making?*

The Sub-Committee is competent body for giving opinion on various issues. However, the Secretary of the Foundation may also give his opinion while processing the proposals for decisions.

9.5 *Who is the final authority that vets the decision?*

The General Body of the Foundation is the final authority that vets the decision on the functioning of the Foundation.

9.6 *Please provide information separately in the following format for the important matters on which the decision is taken by the public authority*

Subject on which the decision is to be taken	Proposals of NGOs/students seeking grant-in-aid/scholarships under various educational schemes of the Foundation,
Guideline / Direction, if any	Mentioned in the respective booklet/application format

Process of Execution	As above,
Designation of the officers involved in decision making	Secretary, MAEF, and the Governing Body of the Foundation
Contact information of above mentioned officers	Secretary, MAEF, 23583788, 23583789
If not satisfied by the decision where & how to appeal	President, MAEF

Chapter –10

(Directory of Officers & Employees)

Please provide information district-wise and in the following format:

S. No.	Name	Designation	STD Code	Phone Office	Phone Home	Fax	E-mail	Address
1	Shri Salman Khurshid Hon'ble Minister of Minority Affairs	President	011	243642 73/2436 4274	-	24364 276		M/o Minority Affairs, 11 th Floor, Paryawaran Bhawan, C.G.O Complex, Lodhi Road New Delh
2	Maulana Syed Ahmed Khizar Shah	Treasurer	011	235837 88/2358 3789	-	23561 945	-	Maulana Azad Education Foundation, Social Justice Service Centre, Chelmsford Road, New Delhi – 110 055
3	Shri Abrar Ahmed	Secretary	011	235837 88/2358 3789	-	23561 945	-	-do-
4	Shri S. Zubair Ahmed	Research Officer	011	235837 88/2358 3789	-	23561 945	-	-do-
4	Shri S. Jamal Ali	Accounts Officer	011	-do-	-	-do-	-	-do-
5	Shri S. Mujeeb A. Hashmi	Section Officer	011	-do-	-	-do-	-	-do-
6	Shri Shakeel Ahmed	Clerk-cum-Typist	011	-do-	-	-do-	-	-do-

Chapter –11

(The Monthly remuneration received by each of its Officers and employees including the System of Compensation as Provided in Regulations)

11.1 Please provide information in following format:

S. No.	Name	Designation	Monthly Remuneration (Gross)	The procedure to determine the remuneration as given in the regulation
1	Shri Abrar Ahmed, IRS	Secretary	MD,NMDFC & Additional Charge of Secretary,MAEF	-
2	Shri S.Zubair Ahmed	Research Officer	48,721	As per Central Govt. pay scales -do-
3	Shri S. Jamal Ali	Accounts Officer	35,407	-do-
4	Shri S. Mujeeb A. Hashmi	Section Officer	34,170	-do-
5	Shri S. M. Salman Khaleeq	Accountant	24,435	-do-
6	Shri Shakeel Ahmed	Clerk-cum-Typist	18,054	-do-
7	Shri Ramzan Khan	Dispatch-Rider	16,716	-do-
8	Shri Ghufuranullah	Messenger	14,307	-do-

Chapter –12

The Budget allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement)

12.1 Please provide information about the details of the budget for different activities under different schemes for the year 2010-11:

S. No.	Schemes	Budgeted outlay proposed
1	Financial assistance to NGOs under approved Schemes	19,00,00,000.00
2	Financial assistance to NGOs under Remedial Coaching	15,00,000.00

3	Financial assistance to NGOs under Pre-Examination Coaching Scheme	15,00,000.00
4	Financial assistance for organizing Inservice Teachers Training Programmes	20,00,000.00
5	Expenditure on Vocational Training Centre, Ajmeri Gate, Delhi	10,00,0000.00
6	Expenditure on Social Justice Centre	1,00,000.00
7	Expenditure on Maulana Azad National Scholarships for Meritorious Girls belonging to Minorities	21,60,00,000.00

Chapter –13

The Manner of Execution of Subsidy Programmes

13.1 *Please provide the information as per the following format:*

The Foundation is implementing the following Schemes under which financial assistance is provided to NGOs/girls students:

- (i) Financial assistance for construction/expansion of Schools belonging to educationally backward minorities,
- (ii) Financial assistance for purchase of Science/Computer lab equipments/furniture for institutions belonging to educationally backward minorities,
- (iii) Financial assistance for construction/ Expansion of Vocational Training Centre (VTC)/Industrial Training Institute (ITI)/ Polytechnic belonging to educationally backward minorities,
- (iv) Financial assistance for construction of Hostel building for institutions belonging to educationally backward minorities,
- (v) Financial assistance construction/Expansion of D.Ed/B.Ed. College belonging to educationally backward minorities,
- (vi) Financial assistance for Purchase of equipments/ machinery/tools/ furniture for VTC/ITI/Polytechnic belonging to educationally backward minorities,
- (vii) Financial Assistance under Maulana National Scholarship Scheme for meritorious girls belonging to educationally backward minorities,
- (vii) Maulana Abul Kalam National Literacy Awards to the Institutions rendering yeomen services for promoting education amongst educationally backward minorities,

(Booklet containing prescribed application formats & guidelines for submission of applications on the above Schemes may be downloaded from website: www.maef.nic.in or may be collected from the office of the Foundation)

Chapter –14

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1 *Please provide the information as per the following format:*

No such Scheme is administered by the Foundation

Chapter –15

Norms set by it for the discharge of its functions

15.1 *Please provide the details of the Norms / Standards set by the department for execution of various activities / programmes:*

The Foundation administered the 8 Schemes for educational upliftment of educationally backward minorities as given under Chapter No.13. Every Scheme has its norms/standards. (Booklet containing prescribed application formats & guidelines for submission of applications on the above Schemes may be downloaded from website: www.maef.nic.in or may be collected from the office of the Foundation)

Chapter –16

Information available in an Electronic form

16.1 *Please provide the details of the information related to the various schemes, which are available in the electronic format.*

Details of information related to the various schemes of MAEF is available on the following website of the Foundation

www.maef.nic.in

The details can be downloaded from the above said website

Chapter –17

Particulars of the facilities available to citizens for obtaining information

17.1 *Means methods or facilities available to the public which are adopted by the department for dissemination for information:*

- Through newspapers,
- Through website: www.maef.nic.in

- Free distribution of booklet of Schemes and other information at the office of the Foundation,
- Free distribution of booklet of Schemes of the Foundation at various public functions.

Chapter –18

Other useful information

18.1 Frequently asked questions and their answers by Public:

- Question No.1: When was the Maulana Azad Education foundation established?
 Answer No.1: The Foundation was established on 6th June 1989 under the Societies Registration Act 1860.
- Question No.2: What is the aim to establish the Foundation?
 Answer No.2: The Foundation has been established to formulate, implement educational schemes & plans for the benefit of educationally backward minorities in particular,
- Question No.3: Who are entitled to get the benefit from the Schemes?
 Answer No.3: (i) Non-Government Organizations (NGOs), which are registered under Societies Registration Act 1860/Public Trust Act 1950 and in existence since last three years (ii) Girls students who have passed Class –10 exam with at least 55% marks, has been admitted in Class 11th and whose parent's/guardian's annual income from all resources is less than Rs.1,00,000/-,
- Question No.4: How to get the application form?
 Answer No.4: The application formats may be downloaded from website: www.maef.nic.in or may be collected from the office of the Foundation,
- Question No.5: Is there any fee charged for application forms?
 Answer No.5: No fees is charged,
- Question No.6: What is the maximum ceiling limit of grant-in-aid for an NGO?
 Answer No.6: Rs. 30 lakhs (Rupees thirty lakhs only)
- Question No.7: Who should be intended beneficiaries?
 Answer No.7: The students belonging to educationally backward minorities shall be the intended beneficiaries.
- Question No.8: What the last date to submit the applications?
 Answer No.8: The last date for submission of applications is 31st August for Scholarship and 30th September for grant-in-aid.
- Question No.9: What are the office timings?
 Answer No.9: 9.30 a.m. to 6.00 p.m. on all working days (Monday to Friday),

MAULANA AZAD EDUCATION FOUNDATION
(M/o Minority Affairs, Govt. of India)
Social Justice Service Centre, Chelmsford Road, New Delhi – 110 055

Format to seek information

1. Name of the applicant :
2. Permanent Address :
3. Present Residential Address :

- Telephone No. with STD Code :
- E-mail :
4. Brief description of the document relating to which information is required:

5. Mode in which information is / are required:
 - (a) Hard copy / photocopy of the documents
 - (b) Soft copy, i.e. C.D / Floppy

In case information is required in soft copy, i.e. CD/Floppy, it can be collected from MAEF's office in person between 3.00 p.m. to 5.00 p.m. on the given date.

Date of application

Name & signature of the applicant

Place:

ACKNOWLEDGEMENT

Received request from Shri _____ for supply of information
_____ under the provisions of RTI Act 2005. the information will be supplied
on _____ from Public Information Officer.

Signature of Public Information Officer, MAEF

FOR OFFICE USE ONLY

1. Date on which application received: Dy. No.
Date:
2. Date by which information required:
3. Date on which information supplied: Dispatch No,
Date:
4. Mode of furnishing the information Hard copy / Soft copy
5. Brief description of the Information supplied:
6. Name & signature of person receiving the information: Signature