

Form of application for seeking information

I.D. No.....
(For official use)

To
The Central / Assistant Public Information Officer

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1. Name of the applicant :
2. Address :
3. Information sought* :

(Details should include specific points for each information sought)

4. I state that the information sought does not fall within the restrictions contained in Section 8 & 9 of the Act and to the best of my knowledge it pertains to your office.
5. This is certify that I,, Son/ Daughter/ Wife of, am a citizen of India.
6. A fee** of Rs. has been deposited with the Cashier, CSR&TI, Berhampore /, vide receipt No. dated (enclosed in original)/ or a Indian Postal Order/ Bank Draft/ Bankers Cheque No..... dated drawn in favour of Director, CSR&TI, Berhampore /, is enclosed.

Place:

Date:

Signature of Applicant

E-mail address, if any

Tel No./ Mobile No.

Postal address

Note:-

- (i) Reasonable assistance can be provided by the Central Public Information Officer in filling up the form.
- (ii) Please ensure that the form is complete in all respect and there is no ambiguity in providing the details of information required.
- (iii) *Brief title of the information sought not to exceed one line
- (iv) **Fee in the form of Indian Postal Order, Bank Draft, Bankers Cheque etc., drawn in favour of Director, CSR&TI, Berhampore (WB) should be enclosed with the application, if submitted in CSR&TI, Berhampore. Original receipt of cash deposit fee should be submitted along with the application. Applicants seeking information from other nested units of CSR&TI, Berhampore may submit fee as described above, drawn in favour of the head of the respective unit.