

Proforma for application seeking information

To

The Public Information Officer

1. Full name of the Applicant indicating citizenship
2. Address
3. Particulars of information:

Concerned department

Particulars of information required

- i. Details of information required
- ii. Period for which information asked for
- iii. Other details

4. I state that the information sought does not fall within the restrictions contained in Section 8 of the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.

5. A fee of Rs. 10/- (Rupees Ten) only has been deposited with the Treasurer, Kolkata Port Trust vide Treasury Receipt No. _____ dated _____. I enclose Demand Draft/Banker's Cheque/Indian Postal Order bearing No. _____ drawn on _____ in favour of Kolkata Port Trust for Rs. 10/- towards application fee. I seek exemption from payment of fees being below BPL (proof attached)

Place:

Date:

Signature of Applicant
E-mail address, if any
Tel. No. (Office): -----

(Residence)-----