

PROCEDURE FOR REQUESTING INFORMATION

- A. Any citizen of India can make a request in writing or through electronic means in Form A. (Given Below)
- B. The information sought by any person should be strictly as per the provisions of the section 2 of The Right to Information Act, 2005
- C. The individual has to make an application as per the prescribed procedures along with requisite fees (if not belonging to the below poverty line category). Application fee and other charges shall be paid either by way of cash against proper receipt or through Demand Draft (DD) / Banker Cheque made in favour of Export Inspection Council / Export Inspection Agency. A person who makes a request through electronic form shall ensure that the requisite fee is deposited in cash or in form of postal order or Bank draft with the authorized person within seven days of his request sent through electronic form. In case applicant fails to deposit the requisite fees then the application is deemed to be rejected.

FORM 'A'

Form of application for seeking information
(See rule 3)

Form of application for seeking information

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

To

The Central Public Information Officer,
.....
.....

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

[Details should include specific points for each information sought]

4. To the best of my knowledge the information sought does not fall within the restrictions contained in Section 8 and 9 of the Act and it pertains to your office.

5. This to certify that I, _____ Son/Daughter/Wife of _____, am a citizen of India.

6. A fee of Rs._____ has been deposited vide No._____ dated _____.

Place:

Date:

Signature of Applicant
E-mail address, if any:

Tel. No.(Office)_____
(Residence)_____

Postal Address _____

Note :- (i) Reasonable assistance can be provided by the Central Public Information Officer in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

(iii) * Brief title of the information sought should not exceed one line.