



(Sample format for seeking information under RTI Act, 2005)
Application under Section 6 (1) of the Right to Information Act, 2005

Date:

To,
The Public Information Officer
Indian Institute of Science Education and Research Kolkata
Mohanpur – 741 246

Dear Sir,

1. Please furnish the following information to me at my following address (please enclose separate sheet, if required, indicating specific detail of information required):

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2. To best of my knowledge, the above desired information does not relate to Section 8 & 9 of the Act, which is exempted from disclosure.
3. Whether belong to BPL category: Yes/No (please tick)
(if yes, please attach a copy of the BPL/Antyodaya ration card to claim waiver of the application fee)
4. Details of the fee paid (in favour of Indian Institute of Science Education and Research Kolkata)

DD/Bankers Cheque / IPO No.	Date	Name of the issuing Bank/Authority	Amount (₹)

5. I state that I am a citizen of India and I am eligible to seek information under the Right to Information Act, 2005.

Signature

Name

Address

.....

..... Pin

Ph. No.

Note: The Act does not prescribe any format of application. The applicant may apply on a plain paper. This is only a sample format for guidance, which may or may not be used for seeking information.