

MILITARY ENGINEER SERVICES

**PROFORMA FOR SEEKING INFORMATION UNDER
THE RIGHT TO INFORMATION ACT 2005**

1. Details of applicant :
 - (a) Name :
 - (b) Occupation :
 - (c) Address :
 - (d) Telephone No :
 - (e) E-Mail address :
2. Identity proof of applicant attached :
(copy of Ration Card, Voter Identity Card),
Pan Card or any other Photo Identity Card)
3. Details information sought :
4. Details of fee paid :
(Fee is to be paid by DD/Pay Order
any local scheduled bank)
 - (a) DD/Pay Order No & date :
 - (a) Bank/Branch issuing DD/Pay Order :
 - (b) Amount of DD/Pay Order :
Fee :
Postal Refer Charges (Optional) :
 - (d) Drawn in favour of :

Note : In case of request is made through E-mail, proforma alongwith DD/Pay order, shall be sent separately and the period of 30 days given in Sec 6 of Right to Information Act 2005 shall be reckoned from the date of receipt of DD/Pay order.

Station :

Dated :

(Signature of applicant)

Acknowledgement by Office of PIO/Assistant PIO

Received application under RTI Act 2005, dated _____ alongwith DD No
_____ dated _____ for Rs. _____.

Signature of Receiving Authority

(For Office use only)

1. Name of the concerned office/Directorate :
2. Dairy No & Date of receipt of application :
by PIO/Assistant PIO
3. Date of receipt of application with/without :
fee
4. Date of seeking information from :
concerned Directorate/Section
5. Date of receipt information from :
concerned Directorate/Section
6. Date on which information supplied :
applicant
7. If information has been denied in :
full/[part, the reasons thereof

Note : Copies of document/information supplied to the applicant are to be kept in record.

