

## **Procedure for Collection of Information :**

Applicant desires to obtain any information under the Act may submit request in English / Hindi or in official language of the area in which application is being made in prescribed Performa. Such request along with the prescribed fee as mentioned below shall be submitted to the concerned PIO/APIO appointed under the Act by the Competent Authority specifying the particulars of the information sought. Request for information may be submitted either in person or through post/email. For the purpose of email address, applicant may be guided through the information provided in Manual IX. The application at Head Office will be received by PIO and APIOS .

### **APPLICATION FORM ( RIGHT TO INFORMATION ACT, 2005)**

From :

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Date : \_\_\_\_\_

Time: \_\_\_\_\_

Ref.No. \_\_\_\_\_

To  
The Public Information Officer  
Cement Corporation of India Ltd.,

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Sir/ Madam

Sub : Request for obtaining information under (RIGHT TO INFORMATION ACT-2005)

1. Kindly arrange to provide the information in respect of the following :

(I) \_\_\_\_\_

(II) \_\_\_\_\_

(III) \_\_\_\_\_

2. Particulars about the person from whom request has been received :

- 2.1 Whether the person to whom information is to be provided sensorily disabled YES / NO
- 2.2 Whether the person who has requested for Information falls under the category of below Poverty line as determined by appropriate Govt ? YES / NO  
(Documentary proof may please be attached)
- 2.3 Whether information sought for concern The line of liberty of a person ? YES / NO
- 2.4 Details of fee deposited with application  
P.O./DD No. \_\_\_\_\_ Amount Rs. \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Name & Branch of Bank \_\_\_\_\_.
3. Kindly arrange to provide certified copy of the following documents/information:  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_
4. Mode in which information is sought ?  
Please specify  
\_\_\_\_\_

Thanking You

Yours faithfully

Signature of applicant

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reg.No(In case of a firm or a Co./Society etc.)

Contact No. : \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail . : \_\_\_\_\_

### **ACKNOWLEDGEMENT**

FOR OFFICE USE ONLY

RECEIPT NO. \_\_\_\_\_

Date ; \_\_\_\_\_

Time : \_\_\_\_\_

Fee Received: Rs. \_\_\_\_\_ P.O./DD No. \_\_\_\_\_ Dated \_\_\_\_\_

Name & Branch of Bank \_\_\_\_\_

Authorised Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Section : \_\_\_\_\_