

**From 'A'**  
**FORM OF APPLICATION FOR SEEKING INFORMATION**  
**(See rule 3)**

I.D. NO \_\_\_\_\_ -  
(For officials only)

To  
The Information Officer,  
Central Tool Room & Training Centre,  
Bon Hooghly Industrial Area,  
Kolkata – 700 108.

1. Name of the applicant : .....

2. Address : .....  
.....

3 Particulars of Information.  
(a) Concerned department : .....

(b) Particulars of information require. : .....

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 the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.

5. A fee of Rs. \_\_\_\_\_ has been deposited in the office of the competent authority vide No \_\_\_\_\_ dated \_\_\_\_\_ .

Place.....

Signature of applicant

E-Mail address, if any.....

Tel. No. (Office).....

Residence.....

Date.....