

Proforma for application seeking information

**To
The Public Information Officer
Hooghly Dock & Port Engineers Ltd.**

1. Full name of the Applicant indicating citizenship

2. Address

3. Particulars of information:

Concerned department

Particulars of information required

- 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 Section 8 of 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 with Hooghly Dock & Port Engineers Ltd. vide Receipt No. _____ * dated _____ / I seek exemption from payment of fees being below BPL (proof attached)

*** Payment by Demand Draft/Pay Order/Cash in favour of Hooghly Dock & Port Engineers Ltd.**

Place:

Date:

**Signature of Applicant
E-mail address, if any
Tel. No.(Office): _____
(Residence): _____**