

**Form 'B'**

[See rule 3(3) ]

From

Designation of the  
Public Information Officer/Assistant Public  
Information Officer  
[Department \_\_\_\_\_]

To

(Name of the applicant)  
Address of the applicant.

Reference: Application No \_\_\_\_\_ Dated \_\_\_\_\_

Subject:

Sir,

Please refer to your application dated \_\_\_\_\_ referred to above. The information required by you consists of ---- pages and printed publication cost Rs ----- . The additional fee for supplying this information to you is Rs. \_\_\_\_\_. In case you desire the information to be sent to you by post, an additional amount of Rs. \_\_\_\_\_ will need to be deposited.

2. You are required to deposit the aforesaid amount of the additional fee in a Government Treasury under Head \_\_\_\_\_ through challan and send a copy thereof to the undersigned.

3. If you are not satisfied with the amount of additional fee levied, you have a right to prefer appeal to \_\_\_\_\_ within a period of 30 days.

Public Information Officer/Assistant  
Public Information Officer  
Tel No.