

**Appendix –‘B’****Form ‘B’**  
{See rule 3(5)}

From

Designation and address of the  
State Public Information Officer

To

Name &amp; address of the applicant.

Sub: Application No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

Please refer to your application No. \_\_\_\_\_ dated \_\_\_\_\_.

2. The information is ready to be supplied to you. The additional fee for supplying this information to you is Rs. \_\_\_\_\_.
3. You are required to deposit the aforesaid amount of the additional fee through the Treasury Challan under Head of Account “0070-OAS,60-OS, 800-OR, 11-Receipt Head under Right to Information Act, 2005” or through the Bank Draft or through the Indian Postal Order. (If the additional fee is deposited through the Treasury Challan, the copy of the same be sent to the undersigned.)
4. The information sought would only be supplied / sent to you on receipt of the Treasury Challan or Bank Draft or Indian Postal Order.

Yours faithfully,

**State Public Information Officer**