

FORM B
(See rule-3(3))

Intimation to applicant to deposit fee and charges for required information and / or documents

To,
.....(Name of applicant)
.....(Address)
.....(Village / City)

Sir,

Your application dated..... on the subject ofunder Section 6(1) of the RTI Act & Rule-3(1) of the Gujarat Right to Information Rules, 2010 has been received on (date to be mentioned). In this connection I am to state that you are required to deposit Rs.....(In words Rupees..... only) as per below mentioned details for required information and documents sought for.

(1)	Total No. of pages (A3 or A4 size) x Rs.2/- per page.	Rs.....
(2)	Total No. of large size pages (except A3 or A4 size)	Rs..... (Amount of actual cost)
(3)	Floppy / disc charges x Rs.50 per piece.	Rs.....
(4)	Charges for inspection of record.....	Rs.....
(5)	Charges for sample / model / photograph	Rs.....
(6)	Others	Rs.....
Total Rupees:-		

2. The calculation of above amount is subject to change, if any, at the time of giving actual information and it shall be binding to you.

3. You can deposit / pay above amount by one of any mode of payment describe below.

(a) by cash

(b) by Demand Draft

(c) by Pay order

(d) by Indian Postal Order

(e) by Chalan - Deposited in the Budget Head

'0070-other administrative services-60-other services-800-other receipt-(17)-fees and other charges under the Right to Information Act / Rules.

It should be duly crossed and drawn in favour of * (i) 'Government of Gujarat' or

* (ii)
(Name of Public Authority - Other than Govt.Department / Offices - to be specified)

4. You are requested to mention through which mode you will like to obtain information and documents demanded by you, i.e. either personally or by the post.

Yours faithfully,

(.....)

Public Information Officer

Name of Public Authority / Department / Office

Telephone No:-

* Strike out whichever is not applicable