

Right to Information Act 2005-

An Act to provide for setting Out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and for matters connected therewith or incidental thereto.

Request for Obtaining Information:

A person, who desires to obtain any information under this Act, shall make a request in writing in English or Hindi or in Regional Language of the area in which the application is being made, accompanying a fee of Rs 10/- in favor of "Pay & Accounts Officer, Pay & Accounts Office, Department of Culture, Kolkata", Payable at 'Kolkata' to the Central Public Information Officer.

Mode of payment:

In case of Government of India prescribed application fee is Rs. 10/- which can be paid through a demand draft or a banker's cheque or an Indian Postal Order payable to the Pay and Accounts Officer of the public authority.

The payment of fee can also be made by way of cash to the Pay & Accounts Officer of the public authority against proper receipt.

Further Fee:

The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the Central Public Information Officer. The fee so demanded can be paid the same way as application fee.

BPL Category:

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed application fee or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act.

Filing of Appeal:

An applicant can file an appeal to the first appellate authority if information is not supplied to him within the prescribed time of thirty (30)days of receipt of application or is not satisfied with the information furnished to him. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Central Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Application under Right to Information Act 2005

To

Central Public Information Officer

Anthropological Survey of India

27, Jawaharlal Nehru Road

Kolkata-700016

1. **Full Name of the Applicant** :

2. **Address** :

3. **Particulars of the Information Required** :
 - i) Subject matter of the information-

 - ii) The period to which information relates-

 - iii) Description of the information required-

 - iv) Whether the information is required by Speed Post / Registered Post-

4. **Whether the applicant is Below Poverty Line? If yes ,then provide the proof.**

Signature of the Applicant