OFFICE ORDER.


It is ordered that the applications under the Right to Information Act seeking information received at BCAS Headquarters will be processed as under:

(i) R&I Section will detach the Bankers’ Cheque/Postal Orders from the application and stamp the application appropriately indicating receipt of the fee.

(ii) Record of all the applications will be maintained in the R&I Section in a separate Register as per proforma attached herewith.

(iii) The Cheque/ Postal Orders will be handed over to the cashier on daily basis against signature in Column 9 of the register.

(iv) After removal of the Cheque /Postal Order the receipt will be sent to the concerned CPIO for further necessary action.

Yours faithfully,

(VINOD KUMAR)
Deputy Director (Pers.)

To
1. Shri S.R. Rawat, R&I Incharge
2. SO C&G Section / Cashier
3. RDCOS Delhi/ Mumbai/ Kolkata/ Chennai for similar action.
4. DCOS (B DDS) Delhi/ Mumbai/ Kolkata/ Chennai for similar action.
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; address of the applicant</th>
<th>Date of letter</th>
<th>Subject</th>
<th>CPIO to whom sent</th>
<th>No. of details of</th>
<th>Signature of R&amp;I incharge</th>
<th>Signature of Cashier in token of receipt of the fee</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Bankers’ Cheque</td>
<td>Postal order</td>
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