# Sample Format of Application for obtaining information under The Right to Information Act 2005

**To**
**The PIO & General Manager (HR&A), TP&AS**
**Corporate HR&A Department, WBSETCL**
**Vidyut Bhavan, 08th Floor, Block-D**
**Bidhannagar, Salt Lake, Sector-II**
**Kolkata-700091, West Bengal.**

**1. FULL NAME OF APPLICANT:**

**2. ADDRESS :**

**3. PARTICULARS OF INFORMATION REQUIRED**

**(i) Subject matter of information:**

**(ii) Period to which the information relates:**

**(iii) Description of information required:** *(Details may be attached on additional A4 size paper if required)*

**4. WHETHER THE APPLICANT IS BELOW POVERTY LINE:**
(If yes, attach a photocopy of the proof thereof)

**Place** :

**Date** :

**Signature of the applicant**

**Guidelines:-:**

**1) The Application fee is payable in favour of 'West Bengal State Electricity Transmission Company Ltd'.**

**2) No fees is payable in respect of Below Poverty Line applicants.**