

To

The Central Public Information Officer  
National Sugar Institute  
Kanpur.

Sub : Application under the RTI Act, 2005 – Permission to inspect the volumes/part files of Personal File and taking notes, extracts and/or certified copies of documents.

Sir,

I, the undersigned, request to kindly grant me permission to inspect the volumes/part files of my Personal File and take notes, extracts and/or seek the certified copies of documents/notings in the paper form or in the CD or other available electronic device. I am making this request under Clause 2(J) of Chapter I (Preliminary) and Clause 8(2) of Chapter II (Right to information and obligations of public authorities) of the RTI Act, 2005.

Please allow me to deposit the application fee of Rs.10/- (Rupees Ten only) in cash.

I declare that I am bona-fide citizen of India and owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship of another country.

I request to kindly grant me permission as above at the earliest.

Thanking you,

Yours faithfully,

Dated 01.01.2018

(John Enoch Cornelius)  
Stenographer Grade I  
National Sugar Institute  
Kanpur.

*DDO / C.A. Kanpur*  
*01/1/18*  
*आवृत्त अनुसंधान प्रस्ताव सं/10/-*  
*कां. सं. 2/1/18*  
*आवृत्त सं. 2/1/18*

*Deposited Rs10/- in cash with  
TR No 294449/- A.1.1.18 PE*

*11*

*सुपरीवाइजर*  
*35 प्रशासक सं/10/-*  
*कां. सं. 2/1/18*

श्री जॉन इ0 कॉर्नेलियस, आशुलिपिक ग्रेड- I आपके प्रार्थना पत्र दिनांक 01.01.2018 के सन्दर्भ में आपको यह सूचित किया जा रहा है, कि दिनांक 01.02.2018 को अपराहन 3.00 बजे से 4.00 बजे तक अपनी सभी उपलब्ध वैयक्तिक पत्रावलियों का अवलोकन कर सकते हैं।

Received.  
JH  
31/1/2018

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31-01-18