

THE NEW INDIA ASSURANCE COMPANY LIMITED

How to Make an Application under Right To Information Act, 2005

Any person applying under **RIGHT TO INFORMATION ACT, 2005** must - ♦

- (a) declare in his application that he is a **CITIZEN of India**
- (b) ****address the duly signed application in individual capacity to the concerned CPIO****
- (c) attach along with the application one **Demand Draft / Banker's Cheque / Indian Postal Order / Cash against proper receipt of amount Rs. 10 /-♦ favouring ♦The New India Assurance Company Limited♦ & Payable at the place where the application is submitted. (NO Fee required for the Applicant falling under BPL Category ♦ ♦attested BPL Certificate must be attached♦)** along with the details on the Application form.
- (d) **by providing the Basic Information of Applicant including Complete Address, Telephone Number, Fax Number (if Available) & E ♦ mail ID.**
- (e) mention **whether** the Information sought is **♦THIRD PARTY♦ or Otherwise**
- (f) mention the **particulars of the matter & Time Period** for which the Information is asked for.
- (g) mention the **mode for seeking information / documents** i.e. Xerox Copy / Floppy / CD / Personal Inspection.
- (h) give **particulars** of Information sought under RTI♦ in **Legible hand writing or in TYPE-WRITTEN** format.

“We have CPIOs at all Regional Offices. All Divisional Incharges will also be deemed Central Public Information Officers and Branch Incharges deemed Assistant Central Public Information Officers.”

The list is available on our website: <http://newindia.co.in/>