

4. PROFORMA FOR PRELIMINARY RECEIPT CUM ACKNOWLEDGEMENT

Department of Posts
Customer Care Centre

RTI - 1

Book No..... Receipt No : Original

Duplicate

Preliminary Receipt cum acknowledgement

Received letter no.....dated

from

along with Cash/DD/BPL

(write payment details)

.....under RTI Act-2005 for information sought

from.....

(write name of public authority from whom information is sought)

Date:: Signature of CAPIO/CPIO

(RTI Oblong stamp) Name, Designation and full address