

Form I

[see rule 4]

ACKNOWLEDGEMENT

From

.....

..... (*The Designated Officer/ Authorised Officer*)

To

.....

..... (*Name and address of the Applicant*)

Sub. — The West Bengal Right to Public Services Act, 2013 — Acknowledgement of application

Ref.— Your application dated

I hereby acknowledge your application cited. Due date of service to be provided is _____

OR

The following defects in the application may be rectified, urgently:

(Specify defects, if any)

(1)

(2)

Yours faithfully,

Place:

Date:

Designated Officer/Authorised Officer
(Office Seal)

Form II

[see rule 10(1)]

FORM OF APPEAL TO THE APPELLATE OFFICER

Before the (Designation and office address of the Appellate Officer)

.....

..... (Name and address of the Applicant/Appellant)

.....

..... (Name and office address of Designated Officer/Respondent)

1. Date of application :
2. Date of acknowledgement :
3. Date of resubmission of the application :
after rectifying the defects, if any
4. Details of service required :
5. Decision of the designated officer :
6. Eligibility for the service :
7. Stipulated time limit :
8. Grievance (s) :

List of documents enclosed

(1)

(2)

(Please also provide self-attested copy of order of Designated Officer)

Declaration

The particulars given above are true and correct to the best of my knowledge, information and belief.

Dated, this the Day of 20..... (year)

Signature of the Applicant/Appellant.

Form III

[see rule 10(2)]

FORM OF APPEAL TO THE REVIEWING OFFICER

Before the (Designation and office address
of the Reviewing Officer)

.....

..... (Name and address of the Applicant/Appellant)

.....

..... (Name and office address of the Designated Officer)

.....

..... (Name and office address of the Appellate Officer)

1. Date of application :
2. Date of acknowledgement :
3. Details of service required :
4. Decision of the Designated Officer :
5. Decision of the Appellate Officer :
6. Eligibility for the service :
7. Stipulated time limit :
8. Grievance (s) :

List of documents enclosed

1.
2.

(Please also provide self-attested copy of order of Designated Officer and Appellate Officer)

Declaration

The particulars given above are true and correct to the best of my knowledge, information and belief.

Dated, this the Day of 20..... (year)

Signature of the Applicant/Appellant