

No.A-60014/1/2005-Admn..
Government of India
Bureau of Civil Aviation Security
'A' Wing, I-III Floor, Janpath Bhawan
Janpath, New Delhi

Dated : 26.6.2006

OFFICE ORDER.

Sub: Right to Information Act (RTI) 2005 – Single Window facility for receiving RTI requests – Reg.

It is ordered that the applications under the Right to Information Act seeking information received at BCAS Headquarters will be processed as under:

(i) R&I Section will detach the Bankers' Cheque/Postal Orders from the application and stamp the application appropriately indicating receipt of the fee.

(ii) Record of all the applications will be maintained in the R&I Section in a separate Register as per proforma attached herewith.

(iii) The Cheque/ Postal Orders will be handed over to the cashier on daily basis against signature in Column 9 of the register.

(iv) After removal of the Cheque /Postal Order the receipt will be sent to the concerned CPIO for further necessary action.

Yours faithfully,

(VINOD KUMAR)
Deputy Director (Pers..)

To

1. Shri S.R. Rawat, R&I Incharge
2. SO C&G Section / Cashier
3. RDCOS Delhi/ Mumbai/ Kolkata/ Chennai for similar action.
4. DCOS (BDDS)_Delhi/ Mumbai/ Kolkata/ Chennai for similar action.

