

## Application Procedure

1. Please address the application to the Chief Public Information Officer (CPIO), West Central Railway, RTI Cell, G.M Office , Jabalpur.
2. The treasury account of West Central Railway, for RTI purpose, is maintained in the name of "**Financial Advisor & Chief Account Officer West Central Railway Jabalpur**" Fee payable to other names is not acceptable. As such, send the correct initial fee of Rs.10/-, under Sub-Section(i) of Section-6, RTI Act, 2005, by either of following means (i) Demand Draft or Bankers Cheque or Indian Postal Order drawn in favour of "**Financial Advisor & Chief Account Officer West Central Railway Jabalpur** " or (ii) Original cash receipt as proof of having deposited Rs.10/- at any of major Railway Stations/Divisional Railway HQ/Zonal Railway HQ.
3. To avoid delay in getting information, the items concerning to single department should be asked for in one application only.
4. The applicant should ask for a specific information giving details of order number and file No. if known to the applicant and send the back reference/copy. This is easier and faster to locate the concerned directorate.