

H. APPLICATION PROCEDURES FOR SEEKING INFORMATION

19. This policy contains one standard Application Form (AF) (Given in the annex 1) for general application procedures and one Appeal Application Form (AAF) (Given in the annex 2).
20. Application forms shall be available at the corporate website free of cost as well as at the Information Disclosure Unit for a nominal price.
21. IS shall buy application form paying BDT 2 each from IDU.
22. IS shall fill up the application form and then submit to the IO on the working day of D.Net, otherwise IO shall not be responsible to accept the application of Information seeker.
23. Each IS will be given a receipt of application form which will contain a date of providing of requested information, subject to provision under Section G of the policy and Article 7 of the RTIA, 2009.
24. Every Information Seeker will be acknowledged and entitled to get response from either IO or ED within 10 days of submitting application about the status of delivery.
25. Each information request will be entertained as per provision of the article 9 of RTIA, 2009.