

ANNEXURE 'B'

KAMARAJAR PORT LIMITED

Format of letter intimating transfer of an application

Date:

From
THE PUBLIC INFORMATION OFFICER
Kamarajar Port Limited
2nd Floor (North Wing) & 3rd Floor,
No.17, Rajaji Salai, Chennai - 600 001

To

(Name & Address of the applicant)

Sir,

Sub: **Application Reference Number** _____ .

Please refer to your application dated _____ addressed to the undersigned requesting to provide information on _____ . The above information is held by another public authority. Hence, your application is being forwarded to (name and address of the public authority to whom the application is being transferred).

2. The inconvenience caused is regretted.

Yours faithfully,

(Name & Signature of PIO)

Copy, together with the application referred to above, in original, forwarded to:

(name and address of the public authority to whom the application is being transferred).

Encl: As above