

# THE RIGHT TO INFORMATION ACT

Request for information (statements/ records/ documents..) may be sent through post / e-mail/ fax/ telephone / in-person, to

## THE PUBLIC INFORMATION OFFICER:

**Dr. R. W. Alexander Jesudasan**  
Principal & Secretary  
Madras Christian College (Autonomous)  
Tambaram East, Chennai – 600 059.

Website: [www.mcc.edu.in](http://www.mcc.edu.in)  
Email: [principal@mcc.edu.in](mailto:principal@mcc.edu.in), [principaltam@gmail.com](mailto:principaltam@gmail.com)  
Telephone No: +91 44 22390675  
Fax: +91 44 22391669

## THE APPELATE AUTHORITY:

**Joint Director of Collegiate Education,**  
Chennai Region,  
577, Anna Salai, Saidapet, Chennai – 600 015  
Tamil Nadu, India

## REQUEST FORM FOR INFORMATION

NAME OF THE PERSON SEEKING INFORMATION: \_\_\_\_\_

FULL POSTAL ADDRESS FOR COMMUNICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PINCODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ MOBILE: \_\_\_\_\_

FAX NO : \_\_\_\_\_

PARTICULARS OF PAYMENT MADE: PO/ DEMAND DRAFT NUMBER/DATED \_\_\_\_\_ AMOUNT \_\_\_\_\_

\*WHETHER COPY OF DOCUMENTS ARE REQUIRED: YES/ NO \_\_\_\_\_

IF YES, NUMBER OF COPIES REQUIRED: \_\_\_\_\_

DETAILS OF DOCUMENTS REQUIRED TO BE ENCLOSED : \_\_\_\_\_

## SIGNATURE OF THE INFORMATION SEEKER

Additional amount is to be paid to the Principal, Madras Christian College, Chennai – 600 059. Actual cost (Xeroxing etc) for providing document is to be paid before obtaining the information.