

Form A

[See rule 3 (1)]

To

The State Public Information Officer/
State Assistant Public Information Officer,
(Name of the office with address)

1. Full name of the applicant:
2. Address:
3. Particulars of information required:-
 - (i) Subject matter of information*
 - (ii) The period to which the information relates**
 - (iii) Description of the information required***
 - (iv) Whether information is required by post or in person
(the actual postal charges shall be included in addition to the fees.)
 - (v) In case by post (Ordinary, Registered or Speed)

Place :

Signature of the Applicant.

Date:

* Broad category of the subject to be indicated (such as Grant/Government land/
Service matters/Licenses etc.)

** Relevant period for which information is required to be indicated.

*** Specific details of the information are required to be indicated.

ACKNOWLEDGEMENT

Received your application dated _____ ,-- vide Diary

No. _____ dated _____ .

(Signature)

State Public Information Officer/
State Assistant Public Information Officer

Name of the Department/ Officer