

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/Office