

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
Date

Signature of the Applicant

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- * 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 is required to be indicated.
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ACKNOWLEDGEMENT

Received your application dated _____ vide Diary No. _____
dated _____.

(Signature)
State Public Information Officer/
State Assistant Public Information Officer

Name of the Department/Office