

**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