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

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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.

ACKNOWLEDGEMENT

Received your application dated _____________ vide Diary No.__________
dated ____________.

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

Name of the Department/Office