

FORM 'A'

[See rule 3 (1)]

To

The Public Information Officer,
Assistant Public Information Officer
(Name of the officer 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 additional fees”)
 - (v) In case by post (Ordinary, Registered or Speed post)

Place:

Date:

Signature of the applicant

*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 of Public Information Officer/
Assistant Public Information Officer.

Name of the Department/Officer _____