MODEL FORM ‘A’
[See rule 3 (1)]

To

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 include in additional fee)

(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 ..........................

Signatures of State Public Information Officer / 
State Assistant Public Information Officer  
(Name of the Department/Office) .................................