

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)