

# 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 are 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