
¹[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 alongwith following ID :
(Aadhaar Card, Passport, Voter Card, Pan Card,
PPP ID, Government issued Identity Card)
- (3) Particulars of information required—
 - (i) Subject matter of information²:
 - (ii) The period to which the information relates³:
 - (iii) Description of the information required⁴:
 - (iv) Whether information is required by post or in person:
(the actual postal charges shall be included in additional fee)
 - (v) In case by post (Ordinary, Registered or Speed post):

Place:

Date:

Signature of the applicant.

ACKNOWLEDGEMENT

Received your application dated.....Vide diary No.....
dated.....

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

¹ Model Form A substituted vide Notification dated 12.04.2021.

² Broad category of the subject to be indicated (such as Grant/ Government Land/ Service matters/ Licences etc.).

³ Relevant period for which information is required to be indicated.

⁴ Specific details of the information are required to be indicated.