

**FORM 'A'**  
(See rule 3(1) )

To

The Assistant Public Information Officer/  
The Public Information Officer/AP10  
(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 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 grants/Government land/service matters/licenses etc.) \*\* Relevant period for which the 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 Assistant Public Information Officer/  
Public Information Officer

Name of the Department/Office.....