

APPLICATION FORMAT
Form – A

I D No _____

Assistant Public Information Officer (Dist Level)
State Public Information Officer (State Level)

1. Name of Applicant
2. Address
3. Particularly of information
 - (a) Details of Information required _____
 - (b) Period for which information asked for _____
 - (c) Specific nature of Information required (PI elaborate it)
 - (d) The details relevant to the information seeked.
4. I sate that the information sought does not fall within the restrictions contained in section 6 of the Act and to the best of my knowledge it pertains to your office.
5. A fee of Rs. _____ has been deposited within office of the complaint Authority vide No _____ dated _____

Place

Date

Signature of Applicant
E mail Address if any _____
Tele No (Office)-----
(Residence)-----

Acknowledgement of Application in Form A

I D No _____ dated _____

1. received an application in Form A from shri / Ms _____
Resident of _____ under section 5(1) of Information Act .

2. The applicant is advised to contact the undersigned on _____
between 2 pm to 3 pm.

3. The information is proposed to be given normally within 15 days and in any
case within 30 days from date of receipt of application and in case it is found
that the information asked for can not be supplied, the rejection letter shall be
issued stating reason thereof.

4. In case the applicant fails to turn upon the scheduled date(s) the competent
Authority shall not be responsible for delay, if any.

5. The applicant shall have to deposit the balance fee if any, with the
authorised person before collection of information.

6. The applicant may also consult website of the department from time to time
to ascertain the states of his application.

Date ____

Signature and Stamp of the
Competent Authority
E-mail address
Web site
Telephone No