

**To,**

**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. (Relevant Period)

iii) Description of the information required (Specific Details)

iv) Whether information is required by post or in person (the actual postal charges shall be including in additional fees)

v) In case by post (Ordinary, Registered or Speed)

**4) Whether the applicant is below poverty line:** (if yes, attach the photo copy of the proof thereof)

**5) Details of payment of application fee:** Non-judicial court fee stamp of Rs. 10/- is affixed on the top herein above. OR Demand draft / bank cheque No. dated for Rs.10/- is enclosed. OR Cash of Rs.10/- has been paid against enclosed original receipt.

**6) Details of enclosures [if any]:** Photocopies of:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Place:

Date:

Signature of the Applicant