

**FORM – A**  
**See Rule – 4 (1)**

Application for Information under section 6 (1) of the Act

To  
The Public Information Officer  
(Name of the office with address)

1. Full name of the applicant :
2. Father / Spouse name :
3. Permanent address :
  
4. Particulars in respect of Identity of the applicant:
  
5. Particulars of information solicited
  - a) Subject matter of information:
  - b) The period to which the information relates:
  - c) Specific details of information required:
  - d) Whether information is required by E-mail / Post / in person:  
(The actual postal charges shall be included in providing Information)
  - e) In case by post (ordinary, registered or speed):
  
6. Address to which information will be sent & in which form:
7. Has the information provided earlier:
8. Is this information not made available by the Public authority:
9. Do you agree to pay the required fee:
10. Have you deposited application fee:  
(If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same:

**Place:**

**Date:**

**Full Signature of the applicant**

**Address**

**Office of the Public Information Officer**

Received the application from .....  
..... address .....  
.....  
..... on ..... seeking information.

**Place:**

**Date:**

**Full Name of Public Information Officer**

**Designation & Seal**