

Chapter -18 (Manual -17) Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

- Application form (a copy of filled application form for reference)

Form – A
See Rule – 4(1)

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

To

The Public Information Officer, DPEP/SSA, Subarnapur
(Name of the office with address)

1. Full name of the applicant
2. Name of the Father/ Husband
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 to be sent by post or received 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 been 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, please indicate 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 :

Signature of the PIO

