

**ANNEXURE "A"**  
(See rule 3 )

<p align="center">Affix here Court Fee Stamp of Rs. 10/-</p>
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**Format of application for obtaining information under the  
Right to Information Act, 2005**

To,

The State 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.# :
- (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 )
- (4) Whether the applicant is below poverty line :
- (if yes, attach the photo copy of the proof thereof).

Place :

Date :

Signature of the Applicant.

\* Broad category of the subject to be indicated (such as grant of Government land / Service matters / Licenses, etc.)

# Relevant period for which information is required to be indicated.

\$ Specific details of the information is required to be indicated.