

**FORM – ‘A’**  
**Form of application for seeking information**  
**( See rule 3)**

I.D. No. :  
(For official use)

To

The Competent Authority,

.....

.....

1. Name of the applicant :
2. Address :
3. Particulars of information -
  - (a) Concerned department :
  - (b) Particulars of information required :
    - (i) Details of information required :
    - (ii) Period for which information asked for :
    - (iii) Other details :

4. I state 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 in the office of the Competent Authority vide No..... dated.....

Place : .....

Date : .....

Signature of Applicant

e-mail address, if any .....

Tel. No. (Office) .....

(Residence) .....

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- Note : (i) Reasonable assistance can be provided by the Competent Authority in filling up the Form – A.  
(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.