

**Application Format**  
[See rule 3 (1)]

To

------(Name)  
State Public Information Officer/  
State Assistant 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 fee)
- (v) In case by post (By Ordinary or Registered or Speed Post)

Place:

Date:

Signature of the Applicant

\* Broad category of the subject to be indicated(such as grant/Govt.land/service matters).

\*\* Relevant period for which information is required to be indicated.

\*\*\*Specific details of the information are required to be indicated.

## ACKNOWLEDGEMENT

Received your application dated ----- vide diary No.-----  
dated-----.

Signature  
State Public Information Officer/  
State Assistant Public Information Officer,  
-----  
(Name of the Department/Office)

### **Particulars for Deposition of Fee**

Rupees 50/- as application fee and additional fee of information may be paid through any of the mode of payment i.e. either in Cash against proper receipt or through Non-Account Payee Bank Draft/Indian Postal Order in favour of Director, Department of Economic & Statistical Analysis, Haryana payable at Panchkula or through Treasury Challan in the following Heads of Accounts and send a copy of Treasury Challan to the SPIO:-

Major Head	0070-Other Administrative Services
Sub Major Head	60-Other Services
Minor Head	800-Other Receipts
Sub Head	86-Fee under the Right to Information Act, 2005
Detailed Head	“0070-Other Administrative Services-60-Other Services-800-Other Receipts -86- Fee under the Right to Information Act, 2005”