

INFORMATION REQUEST FORM

THIMPHU THROMDE

Name of the Media Organization:

Name of the Requestor/s:

CID of Requestor/s:

Contact information of Requestor/s (Contact No & Email):

Information and Media Services required:

Purpose of the Request:

What is the issue?

Potential questions you would like to ask:

Response type (Please tick the relevant) – (1) Live Press Conference (☐) (2) In writing (☐)

(Please Sign Here)

Disclaimer

- 1. The information requested is subjected to rejection***
- 2. The responses shall be given in writing within 3-5 working days by the concerned Officials***
- 3. The press brief/conference shall not be more than 15-20 minutes***
- 4. Requests and any further follow ups shall be entertained only during the Office working hours***
- 5. This request form is subjected to change any time without notice***

Only a duly filled form can be sent via karmadorji@thimphucity.gov.bt

FOR OFFICIAL USE

Directed to:

Name of the Official/s:

Designation:

Division/Section/Unit:

Remarks:

Contact No & Email ID:

Directed By:

Name of the Official: Karma Dorji

Designation: Planning Officer

Date and Time:

Signature

Remarks by person to whom the query is directed:

1. Requested Information- Approved () Rejected ()
2. Reasons for rejection:

Signature and Date

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