**Information Request Form**

**Name of the Media Organization :**

**Name of the Requestor/s :**

**CID of Requestor/s :**

**Designation :**

**Contact number :**

**Email :**

**Information and Media Services required (list questions below):**

**Response type (Please tick the relevant)**

1. Written Responses to queries/questions ( )
2. Face to face interview ( )
3. Live Interview on site ( )
4. Press Conference (live) ( )
5. Others ( )
6. 

**(Please Sign Here)**

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| ***Disclaimer***1. ***The information requested is subjected to rejection on valid ground.***
2. ***The responses shall be given in writing within 2-3 working days by the concerned officials.***
3. ***The press briefs/conference shall not be more than 15-20 minutes.***
4. ***Request and any further follow ups shall be entertained only during the office working hours.***
5. ***The request form is subjected to change any time without notice.***
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 **For official use**

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| **Directed to:****Name of the Official/s:****Designation:****Division/Section/Unit:** |

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| **Remarks by person to whom the query is directed:****1. Requested Information-** **Approved (** **)** **Rejected (** **)****2. Reasons for rejection:****Date** |