**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.*** |

**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** |