

FORMAT OF REQUISITION LETTER FOR PUBLICATION OF ADVERTISEMENT IN THE NEWSPAPERS
 (All advertisements to be filed to DIPR 7 days before the intended date of Publish)

To,
 The Director,
 Information and Public Relations,
 Government of Arunachal Pradesh,
 Naharlagun.

Sub: Advertisement for publication in the newspapers/Magazines.

Sir,
 Kindly Publish the enclosed advertisement/NIT in the newspapers as specified below.

Advertisement Issuing authority	Document No. with date	Subject of Advertisement	Admn Approval No. & date for advertising	Central/State (scheme belong to)	Fund status for payment of advt bills

No. of newspapers (Not to mention the name)		Required Date(s) for publication	Font Size or space (in Col cm & Sq Cm only)	Page required (Front /Tender/Back page)	Texture required (Colour/Multicolour /black &white)	Any other instructions (if any)
Local	National					

Signature of officer:
 Name and Designation of Officer:
 Department/Agency/Organisation /office:
 Working Contact No(O).....(M)..... Official E-mail id:

-----DO NOT TYPE BELOW THIS LINE-----

GOVERNMENT OF ARUNACHAL PRADESH
DIRECTORATE OF INFORMATION AND PUBLIC RELATIONS
NAHARLAGUN.

No.IPR/ADVT-..... Dated Naharlagun the

Date of Receive	Release Order No. and date	Name of Newspapers		Date of Publication	Page / size/ Texture	Edition/ Place of Publication
	DIPR/ARN-	Local	National/Regional			

NB: All bills released from the DIPR , is to be submitted to the client department/Office through DIPR, Naharlagun, for verification and certification.

Signature of Releasing Officer with date:
 Name and Designation.....
 For Director, Information and Public Relations,
 Naharlagun(A.P.)