

**REQUEST FOR DISSEMINATION/POSTING OF  
INFORMATION MATERIAL (INFOMAT)**

DATE FILED

\_\_\_\_/\_\_\_\_/\_\_\_\_  
( DD / MM / YY )

REQUESTING PARTY AND OFFICE

CONTACT PERSON AND CONTACT DETAILS

CONTENT OF INFOMAT (including date for dissemination/posting)

TYPE OF INFOMAT

PRINTED

ANNOUNCEMENT

DIGITAL

PLATFORM

SECRETARIAT BULLETIN BOARDS

HREP COMMUNITY (Facebook)

COVERED PATHWAYS

HREP BULLETIN (Viber)

PUBLIC ADDRESS SYSTEM

SIGNATURE OF HEAD OF OFFICE

\_\_\_\_\_  
Printed Name  
Designation

FOR APPROVING AND REVIEWING AUTHORITY

ACTION TAKEN

APPROVED FOR DISSEMINATION

DISAPPROVED FOR DISSEMINATION

REVIEWED BY

\_\_\_\_\_  
Service Director, RMS

APPROVED BY

\_\_\_\_\_  
Executive Director, AMB