

RTI 04

Decision to Provide Information

Registration Number of the Request: -

Date Request Received :

Name of the public authority

01. This is to inform you that in accordance with Section 25 (1) of the Act we have decided to provide you with the information/part of the information requested by you through application dated with the registration number of(In case if the decision is to provide only part of the information, the information should clarify the reasons in detail and under which clause/s of the Section 5 the exception was made.)
02. We have decided to withhold the following parts of the requested information because they are considered as exempted information under the Section 5 (.....)of the RTI Act due to the detailed reasons given below:.....
03. In order to provide the information please pay the necessary fee of Rs..... by cash, bank draft or pay order or postal order or postage stamp to our office.
04. We will provide you with the information within 14 days of payment of the required fee. We will also inform you within the same period(with reasons) if there is any extension needed to the time period in which to provide the information.
05. If you have not satisfied with the time frame mention in the section 04 you may submit and appeal to the designated officer within two weeks by RTI 10 form. Name and address of the designated officer is given below.

Designated Officer-

Name:

Designation:

Address:

Contact details

Yours,
Faithfully,

.....

Date:-

Information Officer (signed)
Name & Designation