

**SUGGESTED FORM OF REPLY TO BE FURNISHED BY PIOs TO**  
**RTI APPLICANTS**

**Office Lr. No. ....dated .....**

- (i) RTI application number and date :
- (ii) Date of receipt of the RTI application by PIO
- (iii) If transferred under Section 6(3) of the Act:
  - (a) Details of PIO to whom transferred
  - (b) Date of transfer
  - (c) Points (Sl.Nos.) which are to be answered by that P.I.O.
- (iv) Reply (excluding Points transferred) :

Sl. No.	Information requested	Information given and details of documents, if any, furnished.  (OR) If information is denied, reason for denial and relevant Section of RTI Act.

If the petitioner desires to file an appeal on this, he must do so within 30 days of receipt of this reply.

The appeal should be addressed to the Appellate Authority given below:-

(a) Name of the Appellate Authority :

(b) Designation :

(c) Office address :

(d) Office Telephone Number :

(e) E-mail ID :

Signature of PIO

Name of the PIO

Designation

Office Telephone Number

E-mail ID

**To**

**Name of the Petitioner  
Address**