

Model Format for Cost Intimation to the Applicant for furnishing information

To

Name of the Applicant
Address of the Applicant

Ref. : Your application dated..... under the Right to Information Act, 2005
— Submission of fees thereof.

Sir/Madam,

I am to inform you under Section 7(3) of the RTI Act, 2005 that the information sought by you vide your application under reference above is ready.

You are requested to deposit Rs. (Rupees.....
.....) only payable to the undersigned as the fees against photocopying etc. for Furnishing the information. The break up of the fees is as follows :

- | | |
|-------------------------------------|-------------|
| 1. Application fees (if not paid) | - Rs. 10.00 |
| 2. Cost of photocopy of pages | - Rs..... |
| 3. Cost of floppy/disc | - Rs..... |

Information will be furnished to you on receipt of the aforesaid amount. In case you want to deposit the amount and collect the information in person or through messenger, you may contact the undersigned during office hours on any working day with prior intimation.

You, however, have the right to prefer an appeal before the First Appellate Authority under Section 19 of the Act in respect of remission of the fees charged or the form in which the information has been provided. The name and address of the First Appellate Authority is given below for your ready reference.

Yours faithfully

(Head of Office/Department)
Address

Name of the First Appellate Authority
Address
Telephone No.