

Model Application format for rejection or refusal to furnish information

To : Applicant's full Name _____
Applicant's full postal address _____
Applicant's telephone No. & email if any _____

From: Mr _____
State Public Information officer Full Office Address _____
Contact No and e mail if any _____

Sub : Rejection or Refusal to furnish Information under Section 7 (8) of RTI Act , 2005

Ref : Your application for information under RTI Act, 2005 dated..... addressed to PIO/
APIO _____ of _____ establishment.

Sir/Madam,

With reference to the subject and letter stated above, I regret to inform you that the undersigned is not in a position to furnish the required information as sought by you vide your letter under reference :-

Reasons for rejection :-

- (1) _____
- (2) _____

I would like to inform you that you may prefer an Appeal before the First Appellate Authority within 30 days from the receipt of this decision if you are aggrieved by this decision of the undersigned. The particulars of the First Appellate Authority is given below for your reference:-

- (1) Name and Designation of the First Appellate Authority _____
- (2) Full office Address of the First Appellate Authority along with contact details _____

(Signature of the SPIO)

Name _____

Name of Office _____