

**Intimation regarding provision of information sought under RTI Act, 2005**

Letter No:-.....

Dated:-.....

**From:**

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(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

**To:**

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(Name and address of applicant seeking the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated ....., registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

The information sought by you is given below:

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(If above space is inadequate, separate pages may be attached.)

If you are not satisfied with the answer you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority

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Yours faithfully,

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