RTI 07

Mr./Ms…….

Registration Number:……
Date Request Received : ……
Public Authority:……..

In accordance with the Right to Information Act No. 12 of 2016

We have received a request dated…….. for information/part of the information that concerns confidential information that was provided to us by you on the …….. (date information provided).

Requested Information

……..
……..
……..
……..

Please let us know within 7 days in writing whether or not you agree to provide the information/part of the information requested. Please clearly indicate which part of the information you wish us to withhold if you agree to disclose only a part of the information requested along with a detailed explanation as to why such information should not be disclosed.

If we are not informed of your decision within 7 days then under Section 29 (2) of the Act we will provide the information requested.

Please note that irrespective of your objections to disclosure of all or a part of the information sought the RTI Commission may direct us eventually to release the requested information if it decides that the release of the information demonstrably outweighs the private interest in non-disclosure, on the basis of an appeal made by the information requester.

…… (Signed.)
Information Officer
Name & Designation

Contact Number: ……..
Email: ……