RTI 08

Mr./Ms. ……

Appeal No: ……
Date Request Received : ……
Public Authority:……..

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

We write to inform you of the acceptance of your Appeal.

We have received your appeal under Section 31 (1) of the Act against the decision of the Information Officer regarding your request for information with Reg. No……..

Your Appeal has been registered as Appeal No. ……..dated…….and instructions have been given for necessary action to be taken. In this respect, we draw your attention to Section 31 (3) of the Act which states that a decision on an appeal is to be taken within 3 weeks of its receipt.

I will inform you the time and date to meet me in case if your presence is deemed necessary for the inquiry.

Hereinafter, when contacting us regarding this Appeal or to provide more details please mention the Appeal No. provided above.

Yours,
Faithfully,

(signed.)
Designation Officer (Name & Designation)
Contact Number: ……..
Email: ……