

**Rejection of Information Request**

Registration Number:-  
.....

Date Request Received:  
.....

Public Authority:  
.....

This is to inform you that we have decided to reject your request for information dated .....withRegistration Number.....as it is exempted information covered by Section 5.....of the Act/ the information is already published/ or is not in our possession, custody, or control.

In case the information is already published, you can find it here:  
.....

Reasons for justifying the decision to rely upon on the above mention clause/s:

I. ....  
.....

II.  
.....  
.....  
.....

(add more space or additional pages as needed)

You may under Section 31 (1) or Section 25 (7) of the Act, prefer an Appeal against this decision, or on the grounds that there has been non-compliance with time frames specified in the Act,to the following officer within 14 days.You may, for this purpose, use Form RTI 10, although this is not mandatory as long as you provide the information contained in that Form.

Designated Officer-

Name: .....  
Designation:.....  
Address: .....  
Email: .....

Yours,  
Faithfully,

.....  
Information Officer (signed)  
Name & Designation

Date:-

