

Template: PIO standard reply within thirty days

Base template for a reply by the Central Public Information Officer under Section 7(1) of the Right to Information Act, 2005. Covers full disclosure, partial disclosure, fee intimation, and rejection. Notes on state variants appear at the end.

When to use this

This template is the standard reply by the Central Public Information Officer to an application under Section 6(1). It is used within thirty days of the receipt of the complete application. Where the matter concerns the life or liberty of a person, the reply must issue within forty-eight hours.

The template has four modes. The Officer selects the applicable mode or combines modes where the application covers multiple items of information. Where the reply communicates a rejection in whole or in part, the Officer must record reasons. A denial without reasons is not a denial in law.

The template

[Letterhead of the Public Authority]

No. [File number] / [Year]

[Date]

To,

[Name of the applicant],

[Full address of the applicant].

Subject: Your RTI application dated [date of application] – reply under Section 7(1) of the Right to Information Act, 2005.

Sir / Madam,

1. I refer to your application under Section 6(1) of the Right to Information Act, 2005 dated [date of application], received in this office on [date of receipt], and to the prescribed application fee of ten rupees tendered therewith.

2. [Select one or more of the following paragraphs, as applicable. Strike out the rest.]

MODE A – Full disclosure.

3(A). The information sought in your application is furnished as under.

a. [Item 1 of the application]. [Reply to item 1, either reproduced in the body of the letter, or attached as Annexure 1 where the information is in the form of a record.]

b. [Item 2]. [Reply.]

c. [Item 3]. [Reply.]

MODE B – Partial disclosure with severability under Section 10.

3(B). The information sought in your application is furnished in part. The record contains

information which is exempt from disclosure under Section [cite the specific clause of Section 8 or Section 9] of the Act. Under Section 10 of the Act, the non-exempt portions have been severed and furnished as under.

- a. [Item on which severability has been applied.] [Furnish the non-exempt portions.]
- b. [Other item.] [Furnish the non-exempt portions.]

The portions that have been redacted relate to [state the nature of the redacted information in general terms, without disclosing it]. The reasons for the redaction are that [set out the specific exemption and the facts engaging the exemption]. Public interest under Section 8(2) of the Act has been considered and is not found to outweigh the protected interest on the facts of the case.

MODE C – Rejection in full.

3(C). The request for information is rejected in full on the following grounds.

a. The information sought is exempt from disclosure under Section [cite the specific clause] of the Act, in that [set out the specific facts engaging the exemption]. Public interest under Section 8(2) of the Act has been considered and is not found to outweigh the protected interest on the facts of the case.

- b. [Any other ground of rejection, as applicable.]

MODE D – Intimation of further fee under Section 7(3).

3(D). The information sought is held by this public authority and is available for disclosure. Under Section 7(3) of the Act and Rule 4 of the Right to Information (Regulation of Fee and Cost) Rules, 2005, further fee is payable at the rate of two rupees per page of A4 or A3 size paper for photocopies of the record, in addition to the actual cost of any larger-size paper or any form other than photocopy. The estimate of the further fee payable for the information sought is [amount in rupees], computed as per the working filed at Annexure 1.

You are requested to tender the said further fee within [number] days of the receipt of this communication, in the form of [Indian Postal Order / Demand Draft / Banker's Cheque] drawn in favour of the Accounts Officer of this public authority. On receipt of the further fee, the information will be furnished to you in the form requested. The period between the intimation of further fee and the receipt of the fee shall be excluded for the purposes of Section 7(1) of the Act.

Common paragraphs (applicable to all modes).

4. If you are aggrieved by the decision communicated in this reply, you may prefer a first appeal under Section 19(1) of the Act within thirty days of the receipt of this reply. The first appeal lies to the First Appellate Authority of this public authority, whose particulars are as follows.

Name and designation: [Name and designation of the First Appellate Authority]
Office address: [Full postal address]
Email: [Email address]
Telephone: [Telephone number]

5. A Second Appeal, if any, will lie to [the Central Information Commission, New Delhi /

the State Information Commission, (name of the State)] under Section 19(3) of the Act.

Yours faithfully,

[Signature]

[Name of the Central Public Information Officer]

[Designation]

[Telephone number]

[Email]

Enclosures:

1. [List the annexures, if any.]

Legal basis

- **Section 7(1)** of the Act provides that the Officer shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of the prescribed fee or reject the request for any of the reasons specified in Section 8 or Section 9.
- **The proviso to Section 7(1)** provides that where the information sought concerns the life or liberty of a person, it shall be provided within forty-eight hours of the receipt of the request.
- **Section 7(3)** of the Act provides that where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Officer shall send an intimation to the applicant specifying the details of the further fee together with the calculation made to arrive at the amount.
- **Section 7(8)** of the Act provides that where a request has been rejected, the Officer shall communicate the reasons for the rejection, the period within which an appeal may be preferred, and the particulars of the appellate authority.
- **Section 8** of the Act sets out the exemptions from disclosure.
- **Section 8(2)** of the Act provides that notwithstanding anything in the Official Secrets Act or any of the exemptions in Section 8(1), a public authority may allow access to information if public interest in disclosure outweighs the harm to the protected interests.
- **Section 9** of the Act provides for the rejection of a request where a copyright subsisting in a person other than the State would be infringed by disclosure.
- **Section 10** of the Act provides for severability where a record contains information which is exempt from disclosure and information which is not.
- **Rule 4 of the Right to Information (Regulation of Fee and Cost) Rules, 2005** prescribes the further fee for providing information.

Common mistakes

- **Failure to record reasons.** A rejection without reasons attracts adverse observations in appeal and supports the imposition of a penalty under Section 20. The Officer must state the specific clause of Section 8 or Section 9 invoked and the facts engaging that clause.
- **Citing Section 8 generally, without the sub-clause.** Appellate forums treat a generic citation as non-application of mind. Cite the specific sub-clause.
- **Failure to consider Section 8(2) on matters of public interest.** After the amendment

to Section 8(1)(j) effected by the Digital Personal Data Protection Rules, 2025, the public interest test that earlier operated within clause (j) now operates through Section 8(2). Where the matter engages public interest, the Officer must address Section 8(2) expressly, on its motion.

- **Failure to consider Section 10 on partial disclosure.** The Officer is under a statutory duty to consider severability. A blanket denial of a record that contains non-exempt portions is liable to be set aside.
- **Failure to intimate further fee correctly.** The calculation of further fee must be set out on the face of the intimation. A demand of further fee without a working invites an appeal on the ground of unreasonable demand.
- **Failure to furnish the particulars of the First Appellate Authority.** Section 7(8) requires the particulars to be communicated. A reply that omits the particulars of the appellate authority is deficient on its face.

Related pages

- Grounds for rejection
- Severability
- Justification for denial is mandatory
- Suo motu disclosure
- DPDP Rules 2025 and the amendment to Section 8(1)(j)
- Guide for Public Information Officers

Notes on state variants

- **Further fee rates.** Central rules prescribe two rupees per page of A4 or A3 size paper. State rules vary. The Officer must apply the rates in force in the jurisdiction of the public authority.
- **Mode of payment.** Where the applicant is required to tender further fee, the mode of payment prescribed by the applicable Rules must be stated. Where the Rules permit electronic payment, the Officer may indicate the facility.
- **Designation of the Officer and of the Appellate Authority.** In Central public authorities, the officer is styled “Central Public Information Officer”. In State public authorities, “State Public Information Officer” or “Public Information Officer”. Use the correct designation.

Last reviewed

19 April 2026

rti, templates, pio, section-7, reply, 2026



Right to Information Wiki

The working reference for India's Right to Information Act, 2005.



Read online

<https://www.righttoinformation.wiki/templates/pio-reply-standard>

Main website

<https://www.righttoinformation.wiki/>

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