

**INTIMATION FOR DEPOSIT OF FURHTER FEE**

**[From]** Office of \_\_\_\_\_

No. ....

Dated.....

To

.....  
.....  
.....

Sub: Deposit of further fee.

Sir/Madam,

Please refer to your application ID No. .... dated ..... for obtaining information under Right to Information Act, 2005.

2. You are requested to pay a sum of Rs..... representing the cost of providing the information, which has been computed as per details given below: -

3. You are requested to deposit the above amount with the authorized person and submit the receipt to the undersigned or pay the amount in the form of demand draft or bankers cheque payable to the Accounts Officer of the (name of the office).

4. It may please be noted that the intervening period between the dispatch of this information and payment of fee shall be excluded for the purpose of calculating the prescribed period as per sub section (3)(a) of Section 7 of the Act.

5. You have a right to get the decision for deposit of further fee reviewed for which you can apply to the First Appellate Authority whose address is given below: -

Name and address of the  
First Appellate Authority

Yours faithfully,

Name & Designation of the PIO  
Telephone No.: