

**Form of Notice to third party**

[From] Office of \_\_\_\_\_  
[Address] \_\_\_\_\_

No. F..... Date:.....

To  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Whereas Mr /Ms \_\_\_\_\_ resident of \_\_\_\_\_  
has filed an application on \_\_\_\_\_ with the undersigned under Right to  
Information Act, 2005 to supply the following information/record pertaining to you;-  
\_\_\_\_\_

And whereas the undersigned intends to disclose the above information or record or part  
there of to the applicant.

Now, therefore, you are hereby called upon to make your submissions in writing or  
orally, as per section 11 of the Act, as to whether the information/records asked for by the  
applicant should be disclosed or not.

The submissions or representation against the proposed disclosure should be made by you  
within ten days from the receipt of this notice, failing which the undersigned will take a  
decision in the matter in accordance with the provisions of the Act, without giving any  
further notice.

As per Section 19 of the Right to Information Act, 2005 you may prefer an appeal to the  
First Appellate Authority within 30 days, whose particulars are given below:-

Name and address of the First Appellate Authority
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Yours faithfully,

Name & Designation of the PIO  
Telephone No.: