

ALL INDIA FOOTBALL FEDERATION

Information Manual Under Right to Information Act,2005

This information manual contains details about the All-India Football Federation for use of all Citizens under the Right to Information Act,2005.

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Chapter 1

Introduction

Founded in 1937, the All-India football Federation (AIFF) is the apex administrative body, governing the game of football in India.

One of the founder members of the Asian football Confederation (AFC), AIFF was affiliated to FIFA (international governing body of football), in 1948 and to AFC (Asian Football Confederation) in 1954.

Since its inception, AIFF has played a key role in promoting football in India.

To serve the purpose, it has taken the responsibility of the Indian national football team and has been hosting a number of tournaments at the national level, prominent being the

National Football League (I League), Indian Super League, Federation Cup and National Football Championship for Santosh Trophy besides age group & baby leagues.

Brief History

Before AIFF – Before the birth of the AIFF, India was lacking a properly constituted national organization for football. Since football gained immense popularity year after year, a need for the proper administration of the game was considered. The oldest and the most popular state association of its kind – the Indian Football Association (IFA), (The association that governed football in west Bengal, the hub of football) – was given the status of the de-facto governing body of football, by the football lovers of the country. During the time, the IFA was affiliated to the Football Association (FA) of England. All the foreign tours were organized by IFA.

Birth of AIFF – The All-India Football Federation is the brainchild of the representatives of football associations of six regions, where the game was popular in the pre-independence period, in India. The delegates arranged a meeting on 23 June 1937 at the Army Headquarters, Shimla, and decided to establish a governing body for football, as the game was growing in popularity in the country. The associations and regions, which the delegates represented, were the Indian Football Association and regions, which the delegates represented, were the Indian Football Association, Army Sports Control Board and Northwest India Football Association, United Provinces, Bihar, and Delhi. The office-bearers were elected at the inaugural meeting of AIFF.

Chapter-2

Particulars of Organization, Function and Duties

All India Football Federation

1. Organization

All India Football Federation is registered with the Registrar of Societies, Mumbai under the Societies Registration Act 1860.

All India Football Federation is the governing Body for the game of Association of Football in India. It is affiliated to FIFA, AFC, and the Indian Olympic Association. It is recognized by the Ministry of Sports and Youth Affairs.

All India Football Federation has 33 affiliated State Associations who are permanent members of the All-India Football Federation.

The State Football Associations have districts Football Associations affiliated to them. Clubs are either directly affiliated to the District Football Associations or in States which have less than 7 districts directly affiliated to the State Associations.

A list of Departments of All India Football Federation is listed below:

- i. National Teams.
- ii. Competitions.
- iii. Technical Department which includes Grass Roots, Coach Education, Academies.
- iv. Referees.
- v. Media.
- vi. IT.
- vii. Player Status & Registration.
- Vii League including Women's league & Baby league.

- viii. Operations & Strategic Planning.
- ix. Integrity.
- x. Administration.
- xi. Logistics.
- xii. Accounts.
- xiii. Legal.

Chapter –3

Powers and Duties of Officers and Employees

Secretary General is the Chief Executive of the Secretary General’s Secretariate of All India Football Federation.

Responsibility of the Secretary General

1. Implementing decisions passed by the General Body and the Executive Committee in compliance with the President’s directives.
2. To bring to the notice of the President and the Executive Committee any breaches to the AIFF Constitution, Regulations, Directives, and decisions by the Member Association, an official or Player or any other individual or organization.
3. Participate in all Meetings of the General Body, Executive Committee, and other committees as an ex officio member without any voting rights.
4. Managing and keeping accounts of the AIFF in consultations with the Treasure.
5. Compiling and circulating minutes of the General Body, Executive Committee, Emergency Committee and Standing and Ad Hoc committees.
6. Overseeing all correspondences of the All-India Football Federation.
7. Relations with the Members, Committees, National Associations, FIFA, AFC and SAFF etc.
8. The appointment and dismissal of Staff working in the Secretariat with the approval of the President.
9. Organizing his Secretariat including all departments.
10. Recommending appointment of the managerial staff to the President.
11. To present the brief monthly report to the President on activities and financial statement for understanding of the President.
12. Strategize all activities in line with the Vision of the AIFF.

Chapter –4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Name of the Document	Type of Document	Brief Write up	How to get copy	Fee charged
Regulations	Tournament regulations	Gives guidelines for all Tournament conducted by AIFF	Available ONLINE in AIFF Website.	-

Player Status	AIFF rules			
Players Status	governing the AIFF rules on transfer & status of players June 21	Guidelines for Players Transfers	Available ONLINE	-
Intermediary	Intermediary transaction details 2021		Online	
Intermediary Fee	AIFF Intermediary Fee 20- 2021 season		Online	
Club licensing	AIFF club licensing regulations 2021		Online	
Constitution	AIFF Constitution 2017	Constitution of AIFF conforming to FIFA, AFC Statues. Matter of Constitution is sub judice in SC	Available ONLINE	Nominal
Code of Ethics	Code of Ethics		Available Online	
Disciplinary Code			Available online	
Development Activities	Online	Coaching & Education, Academy Accreditation ,Grass Roots, Refereeing, Club Competitions, I League	All Line system for all stake holders.	

Chapter –5

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

All communications of public interest are disseminated through AIFF Website & Social Media.

Chapter –6

A statement of the categories of documents that are held by it or under its control

Statement of the categories of documents that are held by it or under AIFF control

S No	Category of Document	Name	Online	Procedure to obtain	Held /control by

7 -A statement of boards, council, committees, and other bodies constituted as its part.

Frequency of meetings Once in 3 months Can public participate in the meetings: No
Are minutes of the meetings prepared: Yes

ALL INDIA FOOTBALL FEDERATION EXECUTIVE COMMITTEE 2022-26

1. Mr. Kalyan Chaubey President
2. Mr. N.S. Haris Vice President
3. Mr. Kipa Ajay Treasurer

Members

1. Mr GP Palguna Member
2. Mr. Avijit Palguna Member
3. Mr Anil Kumar P
4. Ms Valanka Alemao Member
5. Mr. Maloji Rajee Chhatripati Member
6. Mr. Menla Ethenpa Member
7. Mr. Mohan Lal Member
8. Mr. Arif Ali Member
9. Mr. K.Neibou Sekhose Member
10. Mr. Lalnghinglova Hmar Member
11. Mr. Deepak Sharma Member
12. Mr Vijay Bali Member
13. Mr Syed Imtiaz Husain Member
14. Mr Syed Husnain Naqvi Member

Co-opted Exco Members (Females)

1. **Ms Thongam Tababi Devi**
2. **Ms Pinki Bompal Magar**

Co-opted Exco Members (Males)

1. Mr Bhaichung Bhutia
2. Mr IM Vijayan
3. Mr Shabbir Ali
4. Mr Climax Lawrence

AUDIT & FINANCE COMMITTEE

1	Mr. Menla Ethenpa	Chairperson
2	Mr. Maloji Raje Chhatrapati	Dy Chairperson
3	Mr. Avijit Paul	Member
4	Mr. Radheshyam Yadav	Member
5	Mr. Navas Meeran	Member
6	Sqn Ldr S K Singh (Retd)	Member
7	Mr. LV Lalthantluanga	Member
8	Mr. Mayank Buch	Member
9	Mr. Ashok Kumar Sharma	Member

COMPETITION COMMITTEE

1	Mr. Anil Kumar P.	Chairperson
2	Mr. Deepak Sharma	Dy Chairperson
3	Mr. Mohan Lal	Member
4	Mr. Syed Imtiaz Husain	Member
5	Mr. K. Neibou Sekhose	Member
6	Mr. Bikramjit Purkyastha	Member
7	Ms. Sasmita Mallick	Member
8	Mr. Amarjit Singh Kohli	Member
9	Mr. Aslam Ahmed Khan	Member
10	Mr. Maloji Raje Chhatrapati	Member

11	Mr. Sourav Pal	Member
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Frequency of meetings on as required basis.
 Can public participate in the meetings: No
 Are minutes of the meetings prepared: Yes

REFEREES COMMITTEE

1	Mr. Michael Andrews	Chairperson
2	Mr. Magho Singh	Dy Chairperson
3	Mr. Balu Sunderraj	Member
4	Mr. Dhanraj More	Member
5	Mr. Rizwan Ul-Haque	Member
6	Mr. Udayan Halder	Member
7	Mr. Walter Pereira	Member
8	Ms. Maria Rebello	Member
9	Mr. Mohammed Ali	Member
10	Mr. Lalrawngbawla	Member

Frequency of meetings: As the required basis.
 Can the public participate in the meetings: No
 Are minutes of the meetings prepared: Yes

WOMEN'S FOOTBALL COMMITTEE

1	Ms. Valanka Natasha Alemao	Chairperson
2	Ms. Thongam Tababi Devi	Dy Chairperson
3	Ms. Sujata Kar	Member
4	Ms. Chittra Gangadharan	Member
5	Ms. Madhurima Raje	Member
6	Ms. Bentla D'Coth	Member
7	Ms. Ansha	Member
8	Ms. Abha Jain	Member
9	Ms. Sradhanjali Samantaray	Member
10	Ms. Shabana Rabbani	Member

Frequency of meetings: Biannual.
Can the public participate in the meetings: No.
Are minutes of the meetings prepared: Yes

DEVELOPMENT COMMITTEE

1	Mr. Avijit Paul	Chairperson
2	Mr. Mulrajsinh Chudasama	Dy Chairperson
3	Mr Mohd. Shahid	Member
4	Mr. Ratan Kumar Singh	Member
5	Mr. Vijay Bali	Member
6	Mr. Jessiah Villavarayar	Member
7	Mr Muhammed Rafeek.	Member
8	Mr. Liaqat Ali	Member
9	Mr. S Dhanasegar	Member

Frequency of meetings on as required basis.
Can the public participate in the meetings: No
Are minutes of the meetings prepared: Yes

CLUB LICENSING COMMITTEE

1	Dr. Girija S Mungali	Chairperson
2	Mr. Anirban Gupta	Dy. Chairperson
3	Mr Ravishankar	Member
4	Mr. Shekhar Nagar	Member
5	Mr. Pradip Chowdhary	Member
6	Ms. Madhu Kumari	Member

Frequency of meetings on as required basis.
Can the public participate in the meetings: No
Are minutes of the meetings prepared: Yes

MEDICAL COMMITTEE

1	Dr. Kiran Kumar Kulkarni	Chairperson
2	Dr. Arya Roy	Dy. Chairperson
3	Dr. Anirban Malik	Member

4	Dr. S Das Sarma	Member
5	Dr. Sachin Yadav	Member
6	Dr. Balvinder Singh	Member
7	Dr. Intesarul Haque	Member
8	Dr. Anupam Lal	Member
9	Dr. Sidharth J Unnithan	Member

LEGAL ADVISORY COMMITTEE

1	Mr. Abhrojit Mitra, Sr. Advocate	Chairperson
2	Mr. Shafi Mather, Advocate	Dy. Chairperson
3	Mr. Shounak Mitra, Advocate	Member
4	Mr. Arijit Mazumder, Advocate	Member
5	Mr. Diwakar Thite, Advocate	Member
6	Mr. Vikas Singh, Advocate	Member

TECHNICAL COMMITTEE

1	Mr. I.M. Vijayan	Chairperson
2	Mr Manoranjan Bhattacharya	Dy. Chairperson
3	Mr Harjinder Singh	Member
4	Mr. Climax Lawrence	Member
5	Mr. Arun Kumar Malhotra	Member
6	Ms. Pinky Bompal Magar	Member
7	Mr. Eugeneson Lyngdoh	Member

Frequency of meetings on as required basis.

Can the public participate in the meetings: No

Are minutes of the meetings prepared: Yes

FUTSAL COMMITTEE

1	Mr. Vijay Bali	Chairperson
2	Mr. Amit Khemani	Dy Chairperson
3	Mr. Kuljit Singh	Member

4	Mr. Lalrengpuia	Member
5	Mr. Syed Husnain Ali Naqvi	Member
6	Mr. Ravinder Prasad Singh	Member
7	Mr. Naresh Singh Rana	Member
8	Mr. S Achu	Member
9	Mr. BS Mehra	Member
10	Ms. Chung Chung Bhutia	Member
11	Mohammad Shahid Jabbar	Member

BEACH SOCCER COMMITTEE

1	Mr. Jignesh Patil	Chairperson
2	Mr. K I Nizammudin	Dy Chairperson
3	Mr. Anup Patra	Member
4	Mr. Bruno Coutinho	Member
5	Mr. Md Ikram	Member
6	Mr. Upen Patel	Member
7	Mr. Dilip Singh Shekhawat	Member
8	Mr. Sanjay Meshack	Member
9	Mr. Santosh Kumar	Member
10	Mr GP Palguna	Member

DISCIPLINARY COMMITTEE

1	Mr. Vaibhav Gagar	Chairperson
2	Mr. Anirudha Jairam	Dy. Chairperson
3	Mr. Prahalad Bhat	Member
4	Mr. Brahmanand Shankwalkar	Member
5	Mr. Mahesh Thakur	Member
6	Mr. Soumitra Bose	Member

Frequency of meetings: as required.

Can the public participate in the meetings: No,

Are minutes of the meetings prepared Yes

PLAYERS STATUS COMMITTEE

1	Mr. Godfrey Periera	Chairperson
2	Mr. Savio Messias	Dy. Chairperson
3	Mr. Adv. Nikhil Rohatgi	Member
4	Mr. Magan Singh Patwal	Member
5	Mr. Saurabh Kirpal	Member
6	Mr. Sujesh Rajan	Member
7	Mr. Pradip Dutta	Member

AIFF APPEALS COMMITTEE

1	Mr. Akshay Jaitely	Chairperson
2	Mr. Vrinda Bhandari	Dy. Chairperson
3	Mr. Anil Kshatriya	Dy. Chairperson
4	Mr. NP Pradeep	Member
5	Mr. Aqeel Ansari	Member
6	Mr. Sanjay Yadav	Member

LEAGUE COMMITTEE

1	Mr. Lalnghinglova Hmar	Chairperson
2	Mr. Santanu Pujari	Deputy Chairperson
3	Mr. Arif Ali	Member
4	Mr. Amit Chaudhary	Member
5	Dr. Reginold Varghese	Member
6	Mr. Kennedy Paul Singh Ahluwallia	Member
7	Prof. Dr. Kiran Chowgule	Member
8	Mr. M Satyanaryana	Member
9	Mr. K. I. Nizamuddin	Member

Frequency of meetings on as required basis.
Can the public participate in the meetings: No
Are minutes of the meetings prepared: Yes

Chapter –8

The names, designation, and other particulars of the Public Information Officers

Central Public Information Officer of All India Football Federation as on 1st Sep 2021.

Mr Harendra Swain
Senior Manager
AIFF Football House
Sector 19, Dwarka
New Delhi 110075
Phone :011-25308200
E Mail : aiff@the-aiff.com

Appellate Authority.

Lt Col BMR Mehta (Retd)
AGS (Administration)
AIFF Football House
Sector 19, Dwarka
New Delhi 110075
E Mail : aiff@the-aiff.com

Chapter –9

Procedure followed in Decision Making Process

Procedures laid down in AIFF Constitution is followed.

Chapter –10

Directory of Officers and Employees

Directory of Officers and Employees working in AIFF Secretariat as on 1st November 2022.

LIST OF AIFF OFFICIALS & STAFF

Department	Name & Designation
General Secretariat	Dr Shaji Prabhakaran, Secretary General
	Ms. Jyotsna Gupta, Executive Assistant to GS
	Mr Yogaraj Kumar EA to SG
League	Mr. Sunando Dhar, Dy SG (Leagues/National team/NCE)
	Mr. Akshay Rohtagi, Sr. Manager (Operations & Club Licensing)
	Mr. Indranil Das, Sr. Manager (Club Licensing & league Operations)
	Ms. Indu choudhary, Sr. Manager Women's Football (IWL)
	Mr. Deepak John Nayak, Manager Baby leagues/Futsal
	Mr. Swagato Bhattacharya, Assistant Manager
	Mr. Jai Narain, Coordinator League
	Mr. Abhishek Yadav, Assistant Manager
	Mr. Himanshu Kharolia, Assistant Manager
Strategy & Operations	Mr. Nildeep Mondal Sr. Manager Digital Marketing & Sponsor Servicing
	Mr. Razek Zaman, Manager
	Mr Rajender Kumar, Manager
	Mr Prithiraj Das (Commercial Marketing)
National Teams	Ms. Shantha Gopinath Manager, National Teams
	Ms. Sapna Rani, Manager, Women's Football
	Ms. Akanksha Chibber, Coordinator Women's
Competition	Mr. Anil Kamat, AGS & Director Competitions
	Mr. Vinod Panicker, Coordinator
	Mr. Pranav J., Coordinator
	Mr. Savio Medeira, Acting Technical Director (On Contract)
	Ms. Shveta, Manager, Coach Education
	Mr. Aman Dubey, Coordinator
Registration Dept.	Mr. Sankalp Pujari, Director Players Status & Registration
	Mr. Mihir, Manager

	Ms. Divya Madaan, Coordinator
	Ms. Varsha Indaliya, Coordinator
Referee Department	Mr Trevor Kettle (COR)
	Mr. Anup Kumar, Manager Referees Administration
	Mr. Prakhar, Asst. Manager, Referees
Media	Mr Jaydeep Basu, Acting Director
	Mr. Soumu Ghosh, Media Coordinator
	Mr. Deepansh Sood, Graphic Designer
	Mr. Navneeth K., Video Producer
	Mr Akhil Rawat (Media Content & social media)
Administration	Lt. Col (Retd) BMR Mehta, Assistant General Secretary (Administration) /Appellate Authority
	Mr. Harendra Swain, Sr. Manager /PC /CPIO
	Ms. Meenakshi Khattar, Assistant Manager
	Ms. Pushpa Rana, Assistant Manager
	Mr. Mukesh Rawat Coordinator
	Mr. Sandeep Dhaundiyal, Coordinator
	Mr. Satyendra Kumar, Electrician
	Mr. Bahadur Singh Karki, Field Assistant
	Mr. Ram Balak Das, Office Boy
	Mr. Gopal Singh Rawat, Driver
	Mr. Mohan Kumar, Driver
	Mr. Hardev, Office Boy
	Mr. Sunil Kumar Jha, Office Boy
	Mr. Mahendra Barrick, Office Boy (LOC)
Logistic Dept	Mr. Ashok Arora, Director Logistics
	Ms. Snigdha Bagchi, Assistant Manager
	Mr. Kapil Asija, Coordinator
Accounts Dept	Mr. Manoj Gupta - Director Accounts & Finance
	Mr. Naveen Jain, Assistant Manager, Accounts
	Mr. Arunendra Pratap Singh Asst. Manager Accounts
	Mr. Mohan Chandra, Accounts Executive
	Mr. Rajesh Arora, Accounts Executive

Integrity Dept	Mr. Javed Siraj, Integrity Officer
IT Dept.	Mr. Bineet Jha, Manager IT
Legal Dept	Mr Nilanjan Bhattacharjee (Head of Legal)
	Mr. Pushpargha Chattopadhyay, Head of State Development
State Development	Mr. Rohan Nandi, Manager

Salary/Fee

S.no	Designation	Pay/Fee Grade /Band in Rs per month
1.	General Secretary	3-6 Lakhs
2.	CEO/COO	2-4 Lakhs
3.	Directors/HODs	1-2 Lakhs
4.	Senior Managers	70000-1,20,000
5.	Managers	40000-70000
6.	Assistant Managers	25000-40000
7.	Coordinators	15000-25000
8.	Office Assistants/Receptionist	15000-20000
9.	Electricians/Drivers	15000-20000
10.	Office Boys	13350-20000

Mailing Address

All India Football Federation, Football House, Sector -19, Phase 1, Dwarka,
New Delhi-110075

Phone Nos. 011 25308200, Fax Nos. 011 25308234,25308236.

Website : www.the-aiff.com; Email Id : aiff@the-aiff.com

Chapter –12

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures, and reports on disbursement made) (as published in Website)

Chapter –13

The Manner of Execution of Subsidy Programs

All India Football Federation gives subsidy for tournaments as per Budget approved by the AGM & Regulations of the tournaments.

Chapter –14

Particulars of Recipients of Concessions, permits or authorization granted by it.

Only Railways concession is available to players participating in various Tournaments.

Chapter –15

Norms set by it for the discharge of its functions

As per norms set by FIFA/AFC and AIFF constitution and Tournament Regulations.

Chapter –16

Information available in an electronic form

This information is also available ONLINE in All India Football Federation's website, www.the-aiff.com

Chapter –17

Particulars of the facilities available to citizens for obtaining information

Citizens can contact AIFF through www.the-aiff.com or visit AIFF Office for necessary information.

Chapter –18

Other Information

1 Application Procedure for requesting information.

Apply in writing or through electronic means in English or Hindi or in the official language of the area, to Principal Information Officer specifying the particulars of the information sought for.

Reasons for seeking information are not required to be given. Pay fees as prescribed below (if not belonging to the below poverty line category).

2 Payment of fee.

A request for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of Rupees Ten by way of cash against proper receipt or by demand draft or bankers' cheque payable to ALL INDIA FOOTBALL FEDERATION

1. The fee charged is rupees two for each page for information requested in

print /photocopy form, rupees fifty for information provided on a floppy and Rs. 100 for CD.

2. If further fees are required, then the same will be intimated in writing with calculation details of how the figure was arrived at.
3. Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority.
4. No fee will be charged from people living below the poverty line.
5. Applicant will be provided information free of cost if the PIO fails to comply with the prescribed time limit.

3 Time limit to get the information.

30 days from the date of application

48 hours for information concerning the life and liberty of a person

5 days shall be added to the above response time, in case the application for information is given to Central- Assistant Public Information Officer.

If the interests of a third party are involved, then time limit will be 40 days (Maximum period + time given to the party to make representation).

Failure to provide information within the specified period is a deemed refusal.

Appellate Authority

Lt Col BMR Mehta (Retd) All India Football Federation has been named as the Appellate Authority in all cases pertaining to the All-India Football Federation.

FORMS:

Application for seeking Information: FORM –A The application form should be simple and the Dealing hand at the facilitation counter should give reasonable assistance to the applicant to fill up the forms.

Performa for transfer of application. – FORM -B

Performa for rejection order – FORM –C

Format of register to be maintained by the Public Information officer.

The forms are as follows:

Form ‘A’

Form of application for seeking information

(See rule 3)

I.D.No _____

(For official use)

To

The Competent Authority,

.....

.....

1. Name of the Applicant:

2. Address:

Particulars of information.

(a) Concerned department:

(b) Particulars of information required:

i. Details of information required:

ii. Period for which information

asked for:

iii. Other details:

I state that the information sought does not fall within the restrictions contained in the Right to Information Act,2005 and to the best of my knowledge it pertains to your office.

A fee of Rs. _____ has been deposited in the office of the Competent authority

Vide No _____ dated _____.

Place:

Date:

Signature of Applicant

E-mail address, if any

Tel. No. (Office)

(Residence)

Note:- (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____ Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the Shri. _____ between 11 A.M to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Form ‘B’

TRANSFER OF APPLICATION FORM

From _____

No. F. _____ Date:

.....

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____
addressed to the undersigned regarding supply of information on

2. The requested information does not fall within the jurisdiction of this
Competent Authority and, therefore, your application is being referred
herewith to Shri _____

3. This is suppression of the acknowledgement given to your on _____

Yours faithfully,

Competent Authority.

E-mail address:

Web-site:

Tel.No.....

Form 'C'
Rejection Order
[See rule 8&9]

From _____

No. F. _____ Dated:

.....

To,

Sir/ Madam,

Please refer to your application, I.D. No. _____ dated
_____ addressed to the undersigned regarding supply of
information on _____

The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

As per Section 7 (8) of Right to Information Act, 2005, you may file an
appeal to the Appellate authority, within 30 days of the issue of this order.

Your faithfully,

Competent Authority.

E-mail address:

Web-site:

Tel. No.....

**FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT
AUTHORITY**

I.D

No

Name and Address of Applicant

Date of receipt of application in Form A

Type of information asked
Particulars of fee deposited Status of disposal of application
Amount Receipt
No.
Date Information Application
Supplied Partly
Supplied
Rejected Returned
To applicant