

**Format of letter for CPIO for asking the applicant to deposit additional fee**  
Department of Posts

Office of .....

No. Date :

To

(Applicant's Address)

Sir/Madam

Kindly refer to your letter dated.....requesting for information under the RTI, Act, 05. The information requested by you can be provided to you. However, additional expenditure is to be incurred for providing the information as per the calculations below (in accordance with MOP letter no.34012/8(S)/2005-Estt (B) dated 16/09/2005):-

I would request you to deposit the amount of Rs.....as per above calculations in this office or any nearby post office and forward the receipt to me. Information will be sent to you on receiving the proof of payment of the amount. In case you are not satisfied with the calculation of additional fees as above, you may appeal against this letter to the following authority.

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Date :

Signature of CPIO with SEAL