

Annexure 'B'

**Format of letter intimating transfer of an application**

From:

(Designation & Address of the  
Central Public Information Officer)

Date:

To

(Name & Address of the applicant)

Sir,

Sub: **Application Reference Number** \_\_\_\_\_.

Please refer to your application dated \_\_\_\_\_ addressed to the undersigned requesting to provide information on \_\_\_\_\_. The above information is held by another public authority or/and is more closely connected with the functions of another Public Authority. Hence, your application is being forwarded to (name and address of the public authority to whom the application is being transferred).

2. The inconvenience caused is regretted.

Yours faithfully,

(Name & Signature of CPIO)

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Copy, together with the application referred to above, in original, forwarded to:

(name and address of the public authority to whom the application is being transferred).

DA: As above

(Name & Signature of CPIO)