

**FORMAT-2**  
**(Reply seeking clarification)**

(On Letterhead)

To: Date:

— ,

We have received your request for information under RTI Act 2005 dated on (date) and are unable to process the same for want of the following:

- a) The fees for which amounts to Rs. has not been paid and may be paid by cheque or draft favouring Oil Industry Safety Directorate.
- b) The exact particulars of information sought are not clear and we are unable to understand the request. Please clarify the exact information which you desire in order to enable us provide the same.
- c) The information sought from us does not pertain to our organization

Thanking you.