

## 6. History sheet in a file processed by CPIO

1. Date of Receipt :
2. Date of Registration :
3. Due date for reply :
4. Name of applicant :
5. Subject matter in brief :
6. Whether third party is involved :
7. whether other public authority is involved:
8. Whether information is available :
- 8A. Whether the information is exempt under RTI Act.  
If Yes, exact provision :
9. Whether additional cost is to be incurred for information :
10. If Yes, the amount calculated and date of conveying the same to applicant : :
11. Date of receipt of response from applicant :
12. Adjusted due date for response :
13. Final outcome :
14. Date of dispatch of response and mode of dispatch :