

The Right to Information Act, 2005

Appeal before

Central Information Commission/State Information Commission

Appeal No. ----- Dated -----

[For office use only]

As I am aggrieved by decision/no decision of Central/State Public Information Officer and/or First Appellate Authority, I hereby file this appeal for your kind decision.

1. Details of appellant:

1.1 Full Name: -----

1.2. Full Address: -----

1.3 Phone/Cell No.: -----

1.4 Email ID: -----

2. Details of Central/State Public Information Officer (CPIO/SPIO):

2.1 Name/Designation: -----

2.2 Full Address: -----

2.3 Name of Public Authority: -----

3. Details of First Appellate Authority [FAA]:

3.1 Name/Designation of the FAA: -----

3.2 Full Address of FAA: -----

4. Dates of RTI application/first appeal:

4.1 To CPIO/SPIO: ----- & mailed on: -----

4.2 To FAA: ----- & mailed on: -----

5. Particulars of Decisions:

5.1 Reference No & Date of CPIO/SPIO's Decision: -----

5.2 Reference No & Date of FAA's Decision: -----

5.3 Date/s of personal hearing by FAA: -----

6. Dates of receipt of replies by appellant from:

6.1 CPIO/SPIO: -----

6.2 FAA: -----

7. Details of information sought: -----

8. Brief facts of the case: -----

9. Reasons/grounds for this appeal:

10. Any other information in support of appeal:

11. Prayer/relief sought for:

12. Grounds for prayer/relief sought for:

13. Personal Presence at hearing: YES / NO: -----

14. Declaration:

I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority.

Place: -----

Date: -----

Signature of appellant

Note: *Strikeout whichever not applicable*
Select either CPIO (Central Public Information Officer) or SPIO (State Public Information Officer) in your application

INDEX OF APPEAL

of Mr ----- dated ----- with CIC/SIC

1. Particulars Page Sr. No. from/ to
2. Original second appeal
3. Chronology chart of RTI application
4. Copy of RTI application dated----- with its enclosures.
5. Copy of proof of mailing RTI application
6. DD/IPO/PS/Cash receipt for filing fees and other charges.
7. Copy of first appeal dated ----- with its enclosures
8. Copy of proof of mailing first appeal
9. Postal A.D. card/Acknowledgement letter, received from CPIO/SPIO & FAA
10. Copy of decision of CPIO/SPIO dated -----
11. Copy of decision of FAA dated -----
12. Proof of mailing complaint/second appeal to CPIO/SPIO and FAA
13. Other documents in support of second appeal

Place:

Date:

Signature of appellant/complainant

CHRONOLOGICAL CHART OF RTI APPLICATION

of Mr.----- dated -----

1. Action Date: -----
2. Application mailed to ACPIO/CPIO or ASPIO/SPIO on: -----
3. Application received by ACPIO/CPIO or ASPIO/SPIO on: -----
4. Date of receipt of letter for paying charges: -----
5. Date of remitting charges to CPIO/SPIO: -----
6. Date of decision of CPIO/SPIO: -----
7. Date of receipt of decision of CPIO/SPIO by appellant/complainant: -----
8. First appeal mailed to FAA on: -----
9. Date of receipt of appeal by FAA: -----
10. Date/s of personal hearing by FAA: -----
11. Date of decision of FAA: -----
12. Date of receipt of decision of FAA by appellant/complainant: -----
13. Date of Second Appeal/complaint: -----
14. Date of mailing copy of second appeal/ complaint to CPIO/SPIO & FAA: -----
15. Date of mailing Second Appeal to CIC/SPIO: -----

Place: -----

Date: -----

Signature of appellant/complainant