

# **The Right to Information Act, 2005**

## **First Appeal for State Government**

**I.D No** \_\_\_\_\_ **Date:** \_\_\_\_\_ (For Office Use)

**To**

The First Appellate Authority under RTI Act  
[Designation/Department Name]  
[Office Address]

**Subject:** Appeal Against Non-Response from the State Public Information Officer

**Dear Sir/Madam,**

As I am aggrieved by the lack of response from the State Public Information Officer (SPIO), I hereby file this appeal for your kind decision.

**1. Details of Appellant:**

1.1 **Full Name:** [Insert Full Name]

1.2 **Full Address:**

[Insert Address]

[City, District, State, Pin Code]

1.3 **Phone/Cell No:** [Insert Phone Number]

1.4 **Email ID:** [Insert Email Address]

**2. Details of State Public Information Officer (SPIO):**

2.1 **Name/Designation:** [Insert Name/Designation]

2.2 **Full Address:**

[Insert SPIO Address]

**3. Details of RTI Application Submitted to SPIO:**

**Date of Application:** [Insert Application Date]

**Mailed on:** [Insert Date and Method, e.g., Registered Post No. \_\_\_\_\_]

**Date of Receipt by SPIO:** [Insert Date]

**4. Particulars of Payment of Filing Fee:**

Paid ₹10/- by [Insert Payment Method: Bank Draft/Pay Slip/IPO/Court Fee Stamp].

**5. Details of Information Sought:**

[Summarize the key information sought, e.g., request for records, details, or actions related to specific services/issues.]

**6. Particulars of Decision of SPIO:**

No response / Unsatisfactory response / Partial response

**7. Brief Facts of the Case:**

The applicant had filed an RTI application seeking information from [Insert Department/Office Name]. However, the SPIO has not responded, and the period of 30 days has lapsed.

A copy of the original RTI application has been annexed herewith as **Annexure 1**.

**8. Reasons/Grounds for This Appeal:**

1. The SPIO has failed to provide the requested information within the stipulated 30-day timeframe as per Section 7(1) of the RTI Act, 2005.
2. The SPIO has not invoked any exemptions under Section 8 or Section 9 of the RTI Act to deny the information.
3. Under Section 4(1)(d) of the RTI Act, public authorities must disclose reasons for their decisions to the affected persons. The SPIO has failed to meet this obligation.
4. The information sought falls within the definition of "Right to Information" under Section 2(j) of the RTI Act, read with Sections 2(f) and 2(i).

**9. Any Other Information in Support of Appeal:**

[Insert any additional information or write "NA."]

**10. Prayer/Relief Sought:**

The SPIO may be directed to furnish the information requested in the RTI application, as available in the files/records, and provide it to the applicant without further delay.

**11. Personal Presence at Hearing:**

[Select "Yes" or "No"]

**12. Enclosures:**

1. Photocopy of the original RTI application with enclosures.
2. Proof of mailing the RTI application (e.g., Registered Post receipt).

**13. 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 any information commission nor is pending with any court, tribunal, or authority.

**<Insert E signature of the applicant>**

**Signature of Appellant**

[Insert Full Name]

**Date:** [Insert Date]

<Insert RTI Application Number?