

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 the 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:

2.4 Date RTI application was sent on:

2.5 Date on which the PIO received RTI:

2.6 Reference No of PIO Decision:

2.7 Date of PIO Decision:

2.8 Date of receipt of decision by myself:

3. Details of First Appellate Authority [FAA]:

3.1 Name/Designation of FAA:

3.2 Full Address of FAA:

3.3 Date First Appeal was sent on:

3.4 Date on which the FAA received appeal:

3.5 Reference No of FAA Decision:

3.6 Date of FAA Decision:

3.7 Date of receipt of decision by myself:

4. Particulars of Payment of Fee:

Application Fee of Rs.10 was remitted as _____ numbered _____ for
Rs.10/- dated _____

5. Details of information sought:

6. Brief facts of the case leading to appeal:

7. Reasons/grounds for this appeal:

	Only tick the reason which is applicable	
i	PIO did not send reply	
ii	FAA refused to pass order	
iii	Reply refused, without due justification	
iv	Reply is incorrect / misleading / false	
v	Reply is partial or incomplete	
vi	Any other reason written below	

8. Any other information in support of appeal:

9. Prayer/relief sought for:

10. Personal Presence at hearing:

YES / NO / ONLINE

11. 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

CHRONOLOGICAL CHART OF RTI APPLICATION

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

1. Application 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 additional 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

Guidelines for filing second appeal/complaint with CIC/SIC

1. Fill in the above appeal form, index and chronological order of progress.
2. Get one photocopy set of:
 - Original application under RTI with its enclosures
 - First appeal with its enclosures
 - Bank demand draft/pay slip/postal order/cash receipt used for paying filing fee of Rs.10/-and other charges
 - Copy of demand letter of CPIO/SPIO for charges if any
 - Postal proof of mailing original application and first appeal
 - Postal AD slips/official acknowledgement received from CPIO/SPIO and FAA
 - Decisions of CPIO/SPIO and FAA if received
3. Arrange all papers as per index and then serially number all papers on the right hand side top corner.
This is one original set of second appeal/complaint.
4. Prepare additional four sets as above by photocopying.
5. Sign each page of appeal, index and chronology chart [all five sets].
6. Self attest all the photocopies by signing under the word “Attested”
7. Send one set by speed/registered/UPC post to each of CPIO/SPIO and FAA and attach photocopy of proof of mailing to the original, extra copy of second appeal/complaint and your copy after filling details in index/chronology chart.
8. Avoid courier services and use either Speed Post or Registered Post with AD
9. Retain one set for your record and reference, with proof of mailing and AD received from CIC/SIC/ CPIO/FAA for having received a second appeal/complaint.
10. If postal AD card is not received or acknowledgement letter is not received from CIC within 15 days

of mailing, it is better to send by speed post copy of only the second appeal/complaint [without enclosures] with a request to trace the same at CIC/SIC. Photocopy of registered post receipt may also be mailed to CIC/SIC.

11. You can consult RTILikho if you require any assistance with RTI or subsequent appeals. As a nonprofit RTILikho provides help, guidance, consultation for free. You can reach them using options given at <https://rtilikho.com/contact>