**The Right to Information Act, 2005**

**First Appeal for Central Government/State Government**

*Strikeout whichever not applicable*

I.D. No\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ [For office use]

To

First Appellate Authority under RTI Act

**[Address of Public Authority]**

**[Date]**

Dear FAA,

As I am aggrieved by decision/no decision of the Public Information Officer, I hereby file this appeal for your kind decision.

‌

### 1. Details of Appellant:

‌

* Full Name:
* Full Address:
* Phone/Cell No:
* Email ID:

‌

### 2. Details of Central/State Public Information Officer:

‌

* Name/Designation:
* Name of Public Authority:
* Full Address:
* Date RTI application was sent on:
* Date on which the PIO received RTI:
* Reference No of PIO Decision:
* Date of PIO Decision:
* Date of receipt of decision by myself:

‌

### 3. Particulars of Payment of Fee:

Application Fee of Rs.10 was remitted as **[IPO/DD/Banker’s Cheque]** numbered **[IPO/DD/Banker’s Cheque Number]** dated **[Date of payment]**

‌

### 4. Details of information sought under RTI Act:

### 5. Brief facts of the case leading to appeal:

### 6. Reasons/grounds for this appeal:

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

‌

‌

### 7. Any other information in support of appeal:

### 8. Prayer/relief sought for:

‌

‌

### 9. Personal Presence at hearing:

### YES / NO / ONLINE

‌

### 10. Enclosures:

### Photocopies of original RTI application with its enclosures, postal proof of mailing and delivery confirmation, acknowledgement of PIO, decision letter of PIO.

‌

### 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**