



## STEPS TO DRAFT R.T.I APPLICATION

### STAGE-1

#### First Step:

First write a application on following Form:

To, The Public information Officer \_\_\_\_\_ PIN:  
\_\_\_\_\_

Sir,

Subject: Request for Information under Right to Information Act 2005.  
I Sri / Smt /Ms.

Son/Daughter/wife of Shri/Smt/Ms. \_\_\_\_\_  
resident of \_\_\_\_\_

\_\_\_\_\_,  
telephone number (with STD Code) \_\_\_\_\_ - \_\_\_\_\_ and/or mobile  
number: \_\_\_\_\_ wish to seek information as under -----

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----- I hereby inform that  
following formalities have been completed by me:

1. That I have deposited the requisite fee of Rs. \_\_10\_\_/- by way of Cash / banker  
cheque / Draft / Postal Order/ others \_\_\_\_\_ ) favoring  
\_\_\_\_\_ dated \_\_\_\_\_.

2. I need the photocopy of the documents and I had deposited the cost of the photocopy  
of Rs. \_\_20\_\_/- for \_\_10\_\_ (Number of Pages) or

3. I had deposited sum of Rs. \_\_\_\_\_/- for the charges of CD. (strike out which ever is  
not applicable)

4. That I belong to Category of below Poverty Line (BPL): Yes / No (Strike whichever is  
not applicable). If yes, I am attaching the valid photocopy of the certificate. Yes / No

5. That I am 'Citizen' of India and I am asking the information as 'Citizen'.

6. I assure that I shall not allow/ cause to use/ pass/share/display/ or circulate the information received in any case and under any circumstances, with any person or in any manner which would be detrimental to the Unity and Sovereignty or against the Interest of India. Signature of the Applicant Dated:

**Step 2:**  
**Deposit your application fee via POSTAL ORDER (Easy way)**

For that go to post office and buy postal order for Rs 10/ for Application fees.

Note :For every page you have to pay Rs 2/ page ,For that buy more postal order like Rs.20 etc

The postal order looks like:



Now fill the above postal order ,Fill the Name of P.I.O ,If you dont know the name of P.I.O just type in PAY TO BOX:

To P.I.O

C/O (NAME OF DEPARTMENT)

ADDRESS:

In Above postal order bottom number 80F 3976600 is Postal order number ,You should put this number in R.T.I Application:

Now cut the the left part of above Postal order after filling it and keep with you for record.

### STEP 3:

Go To post office and Speed post your Application :

NOTE: Dont Send your Application with ordinary post:  
In turn the official of Post office give you receipt looks as under:



### STAGE-2

#### Ist Appeal

- If you are not satisfied with the judgment of Public Information Officer,
- If you think supplied information by Public Authority is incomplete, misleading or false,
- If either Public Information Officer (PIO) rejected your application to supply the information,
- If Public Information Officer have didn't given any judgment within specific time limit,
- If Assistant Public Information Officer has rejected to accept or forward the application to State/Central Public Information Officer or State/Central Information Commission,
- If you think sought application fee by Public Authority is unreasonable under Right to Information Act 2005.

Then write Ist Appeal

Every Department have Appellant authority in their department, The Appellant authority is a office just above the rank of P.I.O.

If you are a victim of any above then file your first appeal against P.I.O.

For that fill out the following form and sent to first Appellant authority via speed post.. There is no fees for Ist Appeal.

The Right to Information Act, 2005 First Appeal.

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To,

The First Appellate Authority under RTI Act

Dept/Office\_\_\_\_\_

Sir,

As I am aggrieved by decision/no decision of Public Information Officer, 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 CPIO: \_\_\_\_\_

2.1 Name/Designation: \_\_\_\_\_

2.2 Full Address : \_\_\_\_\_

2.3 Name of Public Authority:\_\_\_\_\_

3. Details of RTI application to CPIO:

Date of Application\_\_\_\_\_ Mailed on: \_\_\_\_\_ by registered/speed post  
No.\_\_\_\_\_/hand delivery. Date of receipt by CPIO\_\_\_\_\_

4. Particulars of payment of filing fee: Paid Rs.10/- by bank draft/pay slip/IPO No.  
\_\_\_\_\_ Dated\_\_\_\_\_of\_\_\_\_\_ Bank/Post office OR deposited cash  
on \_\_\_\_\_against receipt No\_\_\_\_\_ With\_\_\_\_\_office/dept

5. Details of information sought:

6. Particulars of Decision of CPIO: Letter reference No\_\_\_\_\_ Date of  
CPIO's Decision:\_\_\_\_\_ Date of receipt of decision by the  
appellant:\_\_\_\_\_

7. Brief facts of the case: \_\_\_\_\_

8. Reasons/grounds for this appeal: :\_\_\_\_\_

9 Any other information in support of appeal: :\_\_\_\_\_

10. Prayer/relief sought for: :\_\_\_\_\_

11. Grounds for prayer/relief sought for::\_\_\_\_\_

12. Personal Presence at hearing: YES / NO :\_\_\_\_\_

13. Enclosures: Photocopies of original RTI application with its enclosures, postal proof of mailing, acknowledgement of CPIO, decision letter of CPIO.

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 any information commission nor is pending with any Court or tribunal or authority. Place: Date:

Signature of appellant

### STAGE-3

### SECOND APPEAL

- If you are not satisfied with the judgment of Appellant authority Officer,
- If you think supplied information by Appellant authority is incomplete, misleading or false,
- If either Appellant authority rejected your application to supply the information,
- If Appellant authority have didn't given any judgment within specific time limit,
- If Appellant authority has rejected to accept or forward the application to State/Central Public Information Officer or State/Central Information Commission,
- If you think sought application fee by Appellant authority is unreasonable under Right to Information Act 2005.

Then write 2nd Appeal to State Information Commission

Every State have State Information Commission

If you are a victim of any above then file your Second appeal against Appellant authority

For that fill out the following form and sent to Chief Information Commission via speed post..There is no fees for 2nd Appeal.

The Right to Information Act, 2005 Appeal/Complaint.

To

The CENTRAL INFORMATION COMMISSION/STATE PUBLIC COMMISSION  
(WRITE ADDRESS HERE)

As I am aggrieved by decision/no decision of First Appellate Authority, I hereby file this appeal/complaint for your kind decision.

1. Details of appellant/complainant

1.1 Full Name: \_\_\_\_\_

1.2. Full Address: \_\_\_\_\_

1.3 Phone/Cell No.: \_\_\_\_\_

1.4 Email ID: \_\_\_\_\_

2. Details of CPIO: \_\_\_\_\_

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: \_\_\_\_\_ & mailed on: \_\_\_\_\_

4.2 To FAA: \_\_\_\_\_ & mailed on: \_\_\_\_\_

5. Particulars of Decisions: \_\_\_\_\_

5.1 Reference No & Date of CPIO'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/complainant from: \_\_\_\_\_

6.1 CPIO: 6.2 FAA: \_\_\_\_\_

7. Details of information sought: \_\_\_\_\_

8. Brief facts of the case: \_\_\_\_\_

9. Reasons/grounds for this appeal / complaint: \_\_\_\_\_

10. Any other information in support of appeal/complaint: \_\_\_\_\_

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/complainant

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