

Model Format of First Appeal under Section 19 of the Right to Information Act, 2005

To

The _____/First Appellate Authority,

_____.

A. Contact details:

| | |
|--------------------------|--|
| 1. Name of the Applicant | |
| 2. Address | |
| 3. Contact No. | |

B. Details about RTI request:

| | | |
|---|---|--|
| 1. Particulars of the PIO against whose order appeal is preferred | (a) Name | |
| | (b) Address | |
| 2. Date of submission of application (Please attach a copy RTI application) | | |
| 3. Brief facts leading to appeal | (a) No response received within 30 days of submission of application | |
| | (b) Aggrieved by the response received within the prescribed period (Please attach a copy of reply/order/ response received, if any) | |
| | Grounds for appeal | |
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| | | |
| 4. Prayer or relief sought | | |
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| 5. Last date for filing the appeal | | |
| 6. If appeal is being filed after 30 days, the reasons which prevented from filing appeal in time | | |
| | | |
| | | |
| 7. Copies of documents relied upon by the applicant | | |

***This format is not a prescribed under the RTI Act. Thus an Appeal given in any other form, will not be rejected merely on the ground that it has not been given in this format. However it would be better for the applicants to give their written appeal in this Model Format as above which would enable the FAA in precisely understanding the grounds for appeal.*

Declaration: The first appeal, as above, is being preferred first time. In the other words, no appeal had preferred earlier against the same order of the Public Information Officer.

Date :

Place: Signature of the Applicant/Appellant.....

Note:- The list of First Appellate Authority is below.