

**SPECIMEN OF FIRST APPEAL UNDER SECTION 19(1) OF THE
RIGHT TO INFORMATION ACT, 2005**

I. D. No.....
(For official use)

To,

.....
.....
.....

(Name and address of the
senior officer acting as
first appellate authority)

1. Name of the Applicant :
2. Address :
3. Particulars of the Central/State Public Information Officer
(a) Name :
(b) Address :
4. Date of submission of application for seeking information :
5. Date on which 30/35/40 days from submission of application are over :
6. Reasons for appeal :
(a) No response received within the specified time-limit :
(b) Aggrieved by the response received within the specified period :
(c) Grounds for appeal :
7. Last date for filing the appeal :
8. Particulars of Information :
(a) Information requested :
(b) Subject :
(c) Period :
9. A fee of.....for appeal has been deposited in vide Receipt No.....dated.....

Place.....

Date.....

Signature of Applicant
E-mail address, if any

.....
Tel. No. (office).....
(Residence).....

Annexure 9.I: Specimen of First Appeal

Acknowledgement

I. D. No.....

Received an appeal from Shri.....resident of..... under section 19(1) of the Right to Information Act, 2005.

Date:

Signature of Receipt Clerk,

.....

.....

(Name and address of
appellate authority)

Tel. No.....

E-mail:

Website:.....

RTI Application Form

FORM 'A'

See Rule 3(1)

I. D. No.....
(For Office Use Only)

To
The Public Information Officer/
Assistant Public Information Officer

1.Full Name of The Applicant : _____

2.Father Name/Spouse Name : _____

3.Permanent Address : _____

: _____

: _____

4.Correspondence Address : _____

: _____

: _____

5.Particulars of The Information Sought : _____

a) Subject Matter of Information (*) : _____

b) The period to which information relates (**): _____

c) Specific Details of Information required (***) : _____

d) Whether information is required by Post : _____

or in person (the actual postal fees shall be : _____

included in additional fee in providing the information)

e) In case by Post (ordinary/registered : _____

or speed post)

6.Is this information not made available by : _____

public authority under voluntary disclosure?

7.Do you agree to pay the required fee? : _____

8.Have you deposited application fee? : _____

(If Yes, Details of such deposit) : _____

9.Whether belongs to below Poverty Line category? : _____

(If yes, you furnished the proof of the same with

application?)

Place:

Signature of Applicant

Date:

(*) Broad Category of the subject to be indicated (such as grant of government service matters/Licenses etc.)

(**) Relevant period for which information is required to be indicated.

(***) Specific details of the information are required to be indicated.

Name of the Department or Public Authority

FORM "B"
[See rule3 (2)]

Acknowledgement

Office of the State Public Information Officer

Received the application form from

Mr/Ms : _____

Address : _____

Seeking information on(Subject to be specified) : _____

Vide Diary No.: _____ Dated: _____

Place

Date

Full Name of State Public Information Officer/
State Assistant Public Information Officer

Designation and Seal