

**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,

The First Appellate Authority under RTI Act

Dept/Office -----  
-----

Sir,

As I am aggrieved by decision/no decision of Central/State 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 Central/State Public Information Officer (CPIO/SPIO):**

2.1 Name/Designation: -----

2.2 Full Address: -----

2.3 Name of Public Authority: -----

3. Details of RTI application to CPIO/SPIO: -----

Date of Application: -----

Mailed on: ----- by registered/speed post No. ----- /hand delivery

Date of receipt by CPIO/SPIO: -----

**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/department

**5. Details of information sought:**

-----  
-----  
-----  
-----  
-----  
-----

**6. Particulars of Decision of CPIO/SPIO:**

Letter reference No: -----

Date of CPIO/SPIO'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/SPIO, decision letter of CPIO/SPIO.

**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

**P.S.** Please refer office memorandum dated 09-07-2007 issued by DoPT, Govt. of India.

*Note: Select either CPIO (Central Public Information Officer) or SPIO (State Public Information Officer) in your application  
Strikeout whichever not applicable*