

**First Appeal Format** when no reply received in 30 days. Must be made within 60 days of receipt of RTI application by PIO.

Appeal under RTI Act 2005

Annexure B

**Affix Court fee stamp Rs. 20/**

See Rule 5 (1)

Appeal under Section 19 (1) of the Right To Information Act 2005

From.. :

(Appellant's name and address)

To: First Appellate Authority

C/o Public Information Officer,

1. Full name of the Appellant:
2. Address:

3. Particulars of the State Public information officer: *PIO, Dept, Address*

4. Date of receipt of the order appealed against: *Not received.*

5. Last date for filing the appeal: *(60 days from application date).*

6. The grounds for appeal: *In my requisition for information dated \_\_\_\_\_, I had asked for the information, as per the copy enclosed. This has been received by the PIO on \_\_\_\_\_ Though the mandated period of 30 days is over, the PIO has sent no reply, which is violative of my fundamental right and contravenes the law.*

*Relief Sought: a) Please instruct the PIO to give the information forthwith.*

*b) Recommend to the State Information Commission that a penalty should be levied on the PIO under Section 20 (10) of the Act 22 of 2005, for not providing the information as mandated in the law. No reasonable cause can be there for not replying at all.*

7. Particulars of information-

a.) Nature and subject matter of the information required: .

b.) Name of the office or department to which the information relates: .

Place:

Date:

Signature of appellant

*Enclosed: Copy of RTI application of with proof of receipt by PIO.*

*Since it is the PIO's responsibility to inform me of the particulars of the appellate authority as per Section 7 (8) (iii), and he has not done so, it is his responsibility to forward it to the First Appellate Authority*

Note: In italics, my suggestion of what you could write. The rest is the specified format.

For Central government bodies there are no fees for appeals.