

Model Application format for First Appeal

Date _____ Location _____

Date _____ Location _____

From : Applicant's full name _____
 Applicant's full postal address _____
 Applicant's telephone No. & email if any _____

To : The First Appellate Authority (of public authority) Full postal address of public authority

Sub : An appeal under Section 19 of RTI Act, 2005.

Ref : My application for information under RTI Act, 2005 dated..... addressed to PIO APIO _____ of _____ office / establishment.

Sir/Madam,

The undersigned hereby submit an appeal application with the following details :-

1. Officer Name, designation & address (with telephone No.) of PIO against whom the appeal is preferred.
2. Particulars of PIO orders- Number and date (if any) :
3. Brief facts leading to Appeal :
4. Prayer / Relief sought (e.g. release of information, details of loss for compensation etc.) :
5. Appeal grounds for the prayer / relief :
6. Verification by the appellant : I attest that all the information in this application is true and correct to my knowledge.
7. Index of documents in support of appeal :
 - (a) Photocopy of original application with self attestation.
 - (b) Photocopy of acknowledgement issued by PIO / APIO on receipt of application (and Post Office acknowledgement of Registered / Speed Post if any).
 - (c) Photocopy of money receipt in case of Cash or Cheque / DD / IPO number / BPL card, if any.
 - (d) Photocopy of the response of PIO / public authority / official, received with their letter number and date- with self attestation, if any.

(Signature / Thumb impression) Name

(N.B. : The above format is indicative only ; applicant may apply in plain paper).