

**Model Application format for Second Appeal to Information Commission**

Date \_\_\_\_\_ Location \_\_\_\_\_

From : Applicant's full Name \_\_\_\_\_  
Applicant's full postal address \_\_\_\_\_  
Applicant's telephone No. & email if any \_\_\_\_\_

To : The State Chief Information Commissioner

For Central Government matters :  
Central Chief Information Commissioner, CIC  
Block IV, 5th Floor, Old JNU Campus,  
New Delhi-110067

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 \_\_\_\_\_ establishment.

Sir/Madam,

The undersigned hereby submit an appeal application with the following details as per prescribed rules.

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 (ex. release of information, 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) The RTI application submitted before the SPIO along with documentary proof as regards payment of fee under the RTI Act;
  - (b) The order, or decision or response, if any, from the SPIO to whom the application under the RTI Act was submitted;
  - (c) The first appeal submitted before the First Appellate Authority with documentary proof of filing the First Appeal;
  - (d) The orders or decision or response, if any, from the First Appellate Authority against which the appeal or complaint is being preferred;
  - (e) The documents relied upon and referred to in the appeal or complaint;
  - (f) A certificate stating that the matters under appeal or complaint have not been previously filed, or are pending, with any court or tribunal or with any other authority;
  - (g) An index of the documents referred to in the appeal or complaint; and
  - (h) A list of dates briefly indicating in chronological order the progress of the matter up to the date of filing the appeal or complaint to be placed at the top of all the document filed.

(Signature / Thumb impression)

Name

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