**First Appeal u/s 19(1) of the RTI Act 2005**

***before***

**<< APPELLATE AUTHORITY NAME & DESIGNATION>>**

**Appellate Authority under RTI Act 2005**

***Address Line 1,***

***Address Line 2***

**Date: DD-MON-YYYY**

1. **Appellant Details**

**Appellant NAME**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Phone: XXXXXXXXXXXX; Email: XXXXXXX**

1. **PIO Details**
   1. **PIO to whom RTI Application was addressed ( PIO-1)**

**PIO-2 Name**

**Designation**

**Address Line 1**

**Address Line 2**

* 1. **PIO with whom RTI Application is pending-with ( PIO-2)**

**PIO-1 Name**

**Designation**

**Address Line 1**

**Address Line 2**

1. **Particulars of RTI Application**

**Please refer to Copy of RTI Application enclosed in Annexure – A**

1. **Particulars of PIO Response**

**PIO-1 : Transfer order dated DD-MON-YYYY, File No. XXXXX**

**Please refer to Transfer Order enclosed in Annexure – B**

**PIO-2 : NO RESPONSE**

1. **Brief Facts Leading to Appeal**

|  |  |
| --- | --- |
| **RTI Application sent on** | **DD-MON-YYYY** |
| **RTI Application delivered to PIO-1 on** | **DD-MON-YYYY** |
| **RTI Application Transferred to PIO-2 on** | **DD-MON-YYYY** |
| **PIO-2 Responded on** | **NO RESPONSE** |

1. **Prayer / Relief Sought**

**I humbly pray before the Appellate Authority to…**

* 1. **Instruct the PIO in writing to provide the complete & true Information as requested in RTI Application within ONE week at FREE OF CHARGE.**
  2. **Inform the PIO that the Appellant may, if required, proceed to file a complaint [or/and] second appeal with CIC / SIC as u/s 18(1) & 19(3) of the RTI Act 2005, and pray before the commission for imposing penalty/disciplinary action.**

1. **Grounds for Prayer/Relief**
   1. **BECAUSE the PIO did not respond to RTI Application within 30 DAYS as specified in sec. 7(1) of the RTI Act 2005, and amounting to DEEMED REFUSAL as u/s 7(2) of the RTI Act 2005.**
   2. **BECAUSE the RTI Act 2005 sec. 7(6) says “…shall be provided the information FREE OF CHARGE where a public authority fails to comply with the time limits specified…”**
2. **Additional Information Relevant to Appeal**

**In case of any hearings w.r.t this appeal, I request the Appellate Authority to make me a party. I would like to participate through AUDIO CONFERENCE over phone at my own expense, and the dial-in details be intimated to me at least half-a-day in advance.**

1. **Verification / Authentication**

**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.**

|  |  |
| --- | --- |
| **Date : DD-MON-YYYY**  **Place: XXXXXX** | **Name**  **( Appellant )** |

**Enclosure(s):**

1. **Annexure – A: Copy of RTI Application**
2. **Annexure – B: Copy of Transfer Order by PIO-1**

**Copy To:**

1. **PIO-1 Name, Address 1, Address 2, PIN –**
2. **PIO-2 Name, Address 2, Address 2, PIN –**