**FORM-“A” (See rule 3)**

**Application under “Right To Information Act-2005)”**

To,

**PIO/CPIO**

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From (Indian Citizen)

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**RTI/\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated :- \_\_\_\_\_\_\_**

**Sub : Requesting for information under section 6(1) of the**

**Right To Information Act-2005**

**Information Required :-**

Concerned Deptt :- **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Subject Matter of information **:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Period for which information required **:- \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of information required :-**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The above information may kindly be furnished within the time period of 30 days as provided in Sec 7 of RTI Act 2005.I am enclosing Indian Postal Order No \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Rs 10 drawn in favour of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,rest will be paid after receiving information and intimation by you.

If any of the information sought above doesnot pertain to you.Kindly,forward it,under intimation to me,to the respective department/PIO under Sec 6(3) of the RTI Act-05

Date :

Place :- Signature of the Applicant

**Name :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IMPORTANT NOTES**

(1) Every copy of the information should be duly attested/certified by authorized Offr/PIO.

(2) It is submitted that the answer/information is required by post.

Encl:- (1) Application Fees of Rs 10/- by the way of IPO No \_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_

(2) Photocopy of Voter ID/Pan Card is submitted(Only for defence)**.**

**Under RTI Act 2005**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The FAA**

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**FIRST APPEAL UNDER SECTION 19(1) OF THE RTI ACT 2005**

**APPELLANT:**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESPONDENT:**

**The PIO/CPIO**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Submission of applications : \_\_\_\_\_\_\_\_\_\_\_\_\_received on \_\_\_\_\_\_\_\_\_\_\_\_**

**Date of reply by PIO** : **\_\_\_\_\_\_\_\_\_\_\_\_\_received on \_\_\_\_\_\_\_\_\_\_\_\_**

**Brief facts of the case**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Reason/Ground for appeal**

As I am aggrieved from the unsufficient reply received/not received by PIO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(You may add any other information in support of appeal), the right of First appeal is exercised before you.

**Prayer**

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**I will like to be personally present/not present on D-day/Opt for video/audio conferencing after getting Notice of hearing from you**.

**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.

(Signature of Applicant)

**Note** :-RTI fees already paid through postal order/Draft Nos **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** with application att in original, photocopy of the same is att as per enclosures,

**Self Certified Enclosures :**

1. Copy of RTI Application dt \_\_\_\_\_\_

2. Copy of reply/proof of mailing dt \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Copy of proof of fee paid for application dt \_\_\_\_\_\_\_\_\_

**Under RTI Act 2005**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Central Information Commisioner/State information Commissioner

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**SECOND APPEAL/COMPLAINT UNDER SECTION 19(3)/18 OF THE RTI ACT**

**APPELLANT:**

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**RESPONDENT:**

**The PIO/CPIO**

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&

**The FAA**

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**Date of Submission of applications : \_\_\_\_\_\_\_\_\_\_\_\_\_received on \_\_\_\_\_\_\_\_\_\_\_\_**

**Date of reply by PIO** : **\_\_\_\_\_\_\_\_\_\_\_\_\_received on \_\_\_\_\_\_\_\_\_\_\_\_**

**Date of reply by FAA** : **\_\_\_\_\_\_\_\_\_\_\_\_\_received on \_\_\_\_\_\_\_\_\_\_\_\_**

**Brief facts of the case**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Reason/Ground for appeal**

As I am very aggrieved from the decision of **First Appeal Authority**

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**Prayer**

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**I will like to be personally present on D-day/Opt for video/audio conferencing after getting Notice of hearing from you**.

**Contd**

**.2.**

**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.

(Signature of Applicant)

**Note** :-RTI fees already paid through postal order/Draft Nos **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** with application att in original, photocopy of the same is att as per enclosures,

**Self Certified Enclosures :**

1. Copy of RTI Application dt \_\_\_\_\_\_

2. Copy of reply dt \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Copy of first appeal dt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Copy of decision of FAA dt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Proof of mailing of Second Appeal with all enclosures to PIO/CPIO & FAA

**Copy with all enclosure as above to**:-

**The PIO/CPIO**

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**The FAA** Please Acknowledge .

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