

IF NO INFORMATION GIVEN WITHIN 30 DAYS OF RECEIPT OF APPLICATION

To, RTI ACT 2005
The Appellate Authority, FIRST APPEAL
(type here the address of office to whose PIO you sent application for information)

Sub:- First Appeal under section 19(1) of RTI Act 2005 – reg.

Ref:- 1) My application to PIO under section 6(1) – (copy enclosed)

Sir,

I hereby make first appeal under section 19(1) of RTI Act 2005 as follows.

The PIO failed to furnish the information requested vide above ref(1) cited application under section 6(1) of RTI Act. So I do hereby appeal to direct the PIO to furnish the information requested without any charges as the time limit of 30 days have expired.

Also I request you to initiate action against the PIO under section 20(1) of the act please.

Thanking you sir.

Place:

Yours faithfully,

Date:

Encl: Copy of Application under section 6(1).

(Your Name)
Address for sending information.

IF INFORMATION PROVIDED IS INCOMPLETE, EVASIVE OR WRONG

To, RTI ACT 2005
FIRST APPEAL
The Appellate Authority,
(type here the address of office to whose PIO you sent application for information)

Sub:- First Appeal under section 19(1) of RTI Act 2005 – reg.

Ref:- 1) My application to PIO under section 6(1) – (copy enclosed)
2) --write the letter no. of the letter by which you received the reply--

Sir,

I hereby make first appeal under section 19(1) of RTI Act 2005 as follows against the information provided under section 7(1) by the PIO.

HERE YOU WRITE POINT WISE INFORMATION WHAT YOU ASKED AND WHY YOU FEEL THAT IT IS INCORRECT/INCOMPLETE/EVASIVE.

Also I request you to initiate action against the PIO under section 20(1) of the act please for providing incomplete/evasive/incorrect/misleading information please.

Thanking you sir.

Place:
Date:

Yours faithfully,

Encl: 1. Copy of application under section 6(1)
2. Reply by PIO under section 7(1) with enclosures.

(Your Name)
Address for sending information.

Notes for you to keep in mind

- 1) Be prepared and write clearly how the information is incomplete/incorrect/misleading/evasive.
- 2) The Appellate Authority should behave courteously with you.
- 3) You are public and the FAA is public servant.
- 4) Some of the information exempted by clauses 8, 9 & 10, study them.
- 5) If still you want any guidance you can mail your query to rti@gunturonline.in
- 6) Send the above application by regd. post or handover personally and take receipt.
- 7) If no information received after 30 days of receipt of your application from FAA or the information is incorrect or misleading or if some information is not provided, you can make an appeal to Central/State Information Commission as the case may be within another 90 days only or your case will expire.