

To,
The Central Information Commission,
Central Information Commission
2 nd Floor, August Kranti Bhawan,
Bhikaji Cama Place New Delhi – 110066
eMail:registrar-cic@nic.in

APPEAL

Sub:- Appeal on non-supply / incomplete information.

Sir,

Kindly find enclosed herewith the 2nd appeal in format against the PIO and FAA of ----

-----.

Thanking you sir.

Place:

Date:

Yours faithfully,

(your name)
address

Copy of Appeal submitted to
The Appellate Authority,
The Public Information Officer,

APPEAL FORMAT

1	Name of Applicant			
2	Address			
3	Tel. No. & e-mail ID			
4	RTI request/Information sought	Information sought on		
5	Name of PIO with address & Tel. Name: The Public Information Officer o/o Phone:	Date of RTI request	Date of reply/ decision of PIO	Whether A&B annexed
				yes
6	Name of FAA with address & Tel. Name: The Appellate Authority o/o Phone:	Date of First appeal	Date of reply/ decision of FAA	Whether A&B annexed
				yes
7	Prayers/Relief Sought	To order PIO to provide information and impose penalty as per Act for the days till the information provided. Also pay compensation.		
8	Grounds for the Prayer/ Relief			
9	Verification by the applicant			
10	Any other information which the commission may deem necessary for deciding the appeal.			
11	Whether 2 sets of Complaint attached	Yes		
12	Page numbering from bottom to top	Yes		
13	Whether self attested all documents	Yes		
14	An index of the documents referred to in the appellant	Yes		
15	One set of appeal sent to PIO & proof attached to Complaint	Yes		
16	One set of appeal sent to Appellate Authority & proof attached to Complaint	Yes		
17	A certificate stating that the matters under appeal have not been previously filed or are pending with any court or tribunal or with any other authority.	Yes		

(Your name)

CERTIFICATE

This is to certify that the matters under appeal have not been previously filed by me or are pending with any court or tribunal or with any authority as to the best of my knowledge and belief.

Place:

Date:

Signature:

(YOUR NAME)

LIST OF DATES IN CHRONOLOGICAL ORDER AND PROGRESS OF THE MATTER:

/2016 : Application sent seeking information from PIO

/2016 : Date of receipt of RTI request by PIO.

/2016 : Letter sent by PIO.

/2016 : Date of First Appeal

/2016 : Date of receipt of Appeal by Appellate Authority.

/2016 : Reply by First Appellate Authority

/2016 : Date of 2nd Appeal to State Information Commission after lapse of days
after the expiry of time limit for disposal of Appeal as per the act.

Signature:

(YOUR NAME)

I N D E X

	Page nos.
1. My application for information dated: .	01
2. Letter from PIO dated:	02
3. My First Appeal to Appellate Authority dated:	04
5. Proof of sending appeal copy to PIO.	05
6. Proof of sending appeal copy to Appellate Authority	06
7. Appeal	07 to 08
8. Index of documents.	09
9. List of dates in chronological order and progress of matter up to date.	10
10. Certificate as required.	11
11. Appeal format.	12

Signature:

(YOUR NAME)

APPEAL UNDER RTI ACT 2005

APPELLANT:Your name:

Address:

e-mail ID:

Phone:

AGAINST WHOM APPEAL IS MADE:

- 1) Name of the Officer:
Public Information Officer,
O/O
Phone:
- 2) Name of the Officer:
Appellate Authority,
O/O
Phone:

ORDERS AGAINST WHICH APPEAL IS PREFERRED:

Write the letter nos. of the PIO & FAA by which you have received their decisions.

FACTS LEADING TO APPEAL:

Write the facts by which you feel the information provided is incorrect/incomplete/misleading/evasive or non-supply of information

RELIEF SOUGHT:

- 1) Impose penalty as provided in the act and at the rate prescribed in the act for the days till the information is provided.
- 2) Direct the PIO to furnish the information in complete shape.
- 3) Pay compensation of Rs. 15000/- (Rupees Fifteen Thousand only) towards expenses incurred for the following and for humiliation met.
 - a) Appeals to FAA & Commission.
 - b) Expenditure on account of postage, printing, computer use, electricity.
 - c) The Travelling and daily expenses for attending hearing.
 - d) Loss of man hours in doing above.
 - e) Mental torture and humiliation suffered in due course.

GROUND FOR RELIEF:

Write clearly the grounds for penalty, compensation and quote earlier decisions of any information commissions. In your absence to hearing this will be your argument on record for justice.

Signature:

(YOUR NAME)