

## **Guidelines for filing second appeal/complaint with CIC/SIC**

1. Fill in the above appeal/complaint form, index and chronological order of progress. If you are filing appeal remove 'complaint/complainant' words. If complaint is being filed, delete words "second appeal/appellant"
2. Get it typed in double space.
3. Get one photocopy of:
  - Original application under RTI with its enclosures
  - First appeal with its enclosures
  - Bank demand draft/pay slip/postal order/cash receipt used for paying filing fee of Rs.10/-and other charges
  - Copy of demand letter of CPIO/SPIO for charges if any
  - Postal proof of mailing original application and first appeal
  - Postal AD slips/official acknowledgement received from CPIO/SPIO and FAA
  - Decisions of CPIO/SPIO and FAA if received
4. Arrange all papers as per index and then serially number all papers on right hand side top corner. This is one original set of second appeal/complaint.
5. Prepare additional four sets as above by photocopying.
6. Sign each page of appeal, index and chronology chart [all five sets].
7. Self attest all the photocopies by signing under the word "Attested"
8. Send one set by speed/registered/UPC post to each of CPIO/SPIO and FAA and attach photocopy of proof of mailing to the original, extra copy of second appeal/complaint and your copy after filling details in index/chronology chart.
9. Avoid courier services.
10. Retain one set for your record and reference, with proof of mailing and AD received from CIC/SIC/ CPIO/FAA for having received second appeal/complaint.
11. If postal AD card is not received or acknowledgement letter is not received from CIC within 15 days of mailing, it is better to send by speed post copy of only second appeal/complaint [without enclosures] with a request to trace the same at CIC/SIC. Photocopy of registered post receipt may also be mailed to CIC/SIC.
12. You can consult local NGO/RTI activist for filing first or second appeal to have better result. Services are generally free.

## CHRONOLOGICAL CHART OF RTI APPLICATION

of Mr.----- dated -----

1. Action Date: -----

2. Application mailed to ACPIO/CPIO or ASPIO/SPIO on: -----

3. Application received by ACPIO/CPIO or ASPIO/SPIO on: -----

4. Date of receipt of letter for paying charges: -----

5. Date of remitting charges to CPIO/SPIO: -----

6. Date of decision of CPIO/SPIO: -----

7. Date of receipt of decision of CPIO/SPIO by appellant/complainant: -----

8. First appeal mailed to FAA on: -----

9. Date of receipt of appeal by FAA: -----

10. Date/s of personal hearing by FAA: -----

11. Date of decision of FAA: -----

12. Date of receipt of decision of FAA by appellant/complainant: -----

13. Date of Second Appeal/complaint: -----

14. Date of mailing copy of second appeal/ complaint to CPIO/SPIO & FAA: -----

15. Date of mailing Second Appeal to CIC/SPIO: -----

Place: -----

Date: -----

Signature of appellant/complainant

## **INDEX OF APPEAL**

of Mr ----- dated ----- with CIC/SIC

1. Particulars Page Sr. No. from/ to
2. Original second appeal
3. Chronology chart of RTI application
4. Copy of RTI application dated----- with its enclosures.
5. Copy of proof of mailing RTI application
6. DD/IPO/PS/Cash receipt for filing fees and other charges.
7. Copy of first appeal dated ----- with its enclosures
8. Copy of proof of mailing first appeal
9. Postal A.D. card/Acknowledgement letter, received from CPIO/SPIO & FAA
10. Copy of decision of CPIO/SPIO dated -----
11. Copy of decision of FAA dated -----
12. Proof of mailing complaint/second appeal to CPIO/SPIO and FAA
13. Other documents in support of second appeal

Place:

Date:

Signature of appellant/complainant

**11. Prayer/relief sought for:**

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**12. Grounds for prayer/relief sought for:**

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**13. Personal Presence at hearing: YES / NO: -----**

**14. 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 this commission nor is pending with any Court or tribunal or authority.

Place: -----

Date: -----

Signature of appellant

**Note:** *Strikeout whichever not applicable*

*Select either CPIO (Central Public Information Officer) or SPIO (State Public Information Officer) in your application*

**4. Dates of RTI application/first appeal:**

4.1 To CPIO/SPIO: ----- & mailed on: -----

4.2 To FAA: ----- & mailed on: -----

**5. Particulars of Decisions:**

5.1 Reference No & Date of CPIO/SPIO's Decision: -----

5.2 Reference No & Date of FAA's Decision: -----

5.3 Date/s of personal hearing by FAA: -----

**6. Dates of receipt of replies by appellant from:**

6.1 CPIO/SPIO: -----

6.2 FAA: -----

**7. Details of information sought: -----**

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**8. Brief facts of the case: -----**

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**9. Reasons/grounds for this appeal:**

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**10. Any other information in support of appeal:**

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# **The Right to Information Act, 2005**

**Appeal before**

**Central Information Commission/State Information Commission**

Appeal No. ----- Dated -----

[For office use only]

As I am aggrieved by decision/no decision of Central/State Public Information Officer and/or First Appellate Authority, I hereby file this appeal for your kind decision.

## **1. Details of appellant:**

1.1 Full Name: -----

1.2. Full Address: -----

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1.3 Phone/Cell No.: -----

1.4 Email ID: -----

## **2. Details of Central/State Public Information Officer (CPIO/SPIO):**

2.1 Name/Designation: -----

2.2 Full Address: -----

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2.3 Name of Public Authority: -----

## **3. Details of First Appellate Authority [FAA]:**

3.1 Name/Designation of the FAA: -----

3.2 Full Address of FAA: -----

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