

Proforma of First Appeal

First appeal u/s 19(3) of R.T.I. Act, 2005 _____
 _____ (Give designation of first appellate authority.)

(Name & Address of Appellant) _____

Vs.

(Name & Address of PIO & Public Authority) _____

Index of documents

Sr. No.	Particulars	Page No.
1.	List of documents.	—
2.	Memorandum of Appeal	—
3.	Photocopy of application for information/Form 'A'.	—
4.	Photocopy of receipt of sending application for information/Form 'A'.	—
5.	Copy of proof of fees deposited for seeking information.	—
6.	Power of Attorney, if any.	—
Total Pages		—

Signautre of the Applicant

Memorandum of First Appeal under R.T.I. Act, 2005

1. Name and Address of the appellant
.....
2. Name, designation and Address of PIO/APIO alongwith name and address of public authority
.....
.....
3. Date of filing the application for information/Form 'A' before CPIO/SPIO
.....
.....
4. Address to which the notices may be sent to the appellant.
.....

Statement of facts.

As per annexure 'A'

Grounds of Appeal

As per annexure 'B'

Relief Prayed for

As per annexure 'C'

Signature

Verification :- I, the appellant named in the above memorandum of appeal, do hereby declare that what is stated herein is true to best of my knowledge & belief.

Date

Signature

Sample of Annexure 'A', 'B' and 'C' to 1st appeal are given below :-

Annexure 'A' — Statements of facts

The appellant has applied for the information under the R.T.I. Act, 2005 on _____ (the photocopy of application is enclosed herewith) alongwith the deposit receipt of requisite fees. This appeal is filed as the information has not been supplied till today or the information supplied is incomplete/false as mentioned in “grounds of appeal” below.

Annexure 'B' — Grounds of Appeal

1. That no information has been supplied till today or the information supplied is incomplete/false as follows :—
 - a)
 - b)
 - c)
2. Hence this appeal.

Annexure 'C' — Relief Prayed for

1. That the requisite information may be supplied immediately.
2. That penal action as provided under R.T.I. Act may be taken.
3. That compensation should be awarded for the harrassment and expenses due to non-supply of Information/supply of incomplete/false information.
4. That such other releif as is admissible in the facts of the case and in the eyes of law may please be given.

[Note – 1. First appeal should be presented in two sets.

- 2. First appeal generally lies to an officer superior to PIO of the same department.]*
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