

The following format may be followed by the applicants while submitting the Application under R.T.I Act 2005 , to the SPIO.

### **SPECIMEN FORM OF APPLICATION SEEKING INFORMATION**

I.D. NO.....(For official use)

To,

The PIO/SPIO

.....(name of Competent Authority)

.....(address)

1. (a) Name of the Applicant :

(b) Father's Name :

(c) Age :

(d) Occupation :

2. Address :

3. Particulars of Information :

(a) Concerned Department/Section :

(b) Particulars of Information required :

(i) Details of Information required :

(ii) Period for which information asked for

(iii) Other details

4. I state that the information sought does not fall within the restrictions contained in Sections 8 and 9 of the Act and to the best of my knowledge it pertains to your office.

5. A fee of Rs. .... has been deposited in the office of the Competent Authority vide No..... dated...../or IPO No.....dated..... for Rs. .... Towards fee is attached hereto..

Place:	Signature of Applicant
Date:	E-Mail address, if any :
	Tel. No. Office:.....
	Residence.....

The following format may be followed by the applicants while submitting the appeals under R.T.I Act 2005 , to the Appellate Authority.

**Sample format for the Appeal under section 19(1) of the RTI Act, 2005 before the First Appellate Authority**

To,

The Appellate Authority

.....(address)

1. Name and Address of the Appellant including phone No. and e-mail id
2. (I) (a) Name and Address of the CPIO/SPIO against the decision of whom the appeal is preferred

(b) Date of filing of Application along with the copy of the RTI application on which appeal is made

(c) Date of order of the CPIO/SPIO

(d) Date of receipt of the order by the Applicant/Date of deemed refusal

(e) Particulars of deposition of the fee

3. Particulars of the order including number, if any, against which the appeal is referred
4. Brief facts leading to the appeal

Last date for filing an appeal if condonation for delay is sought

5. Prayers or relief Sought
6. Grounds for the Prayer or Relief
7. Any other information necessary for deciding the appeal
8. List of enclosures, if any

**Verification**

I, ..... verify that the contents of the above appeal filed by me are true to the best of my knowledge and belief.

Verified today the ..... day of .....

**Signature and Name of the appellant**