

First Appeal under section 19(1) of the Right to Information Act, 2005

Dated:.....

To:

 (Designation and address of the officer acting as First Appellate Authority)

A. Appellant's contact details:

1. Name of the Appellant	
2. Postal Address, cell-phone no and E-mail address (if any)	

B. Details about the appeal:

1. Particulars of the SPIO against whom appeal is preferred.	Name (if available)	
	Designation	
	Address	
2. Date of submission of request for information before SPIO (A copy of the request for information submitted to the SPIO must be attached.)		
3. Grounds of appeal (In case appeal is filed against an order of the SPIO, then a copy of such order must be filed.) (If above space is inadequate, then separate page(s) may be added.)	
4. Prayer or relief sought.	
5. If appeal is being filed after the prescribed period, then what is the reason for delay?	
6. List of copies of documents relied upon and submitted by the appellant.		

Signature of the Appellant.....