

APPENDIX

Request for obtaining information u/s 6(1) of RTI Act, 2005

To:

State Public Information Officer's Designation and Official Address

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1. Full Name of the applicant

2. Father's / Spouse's Name.....

3. Address.....
.....

4. Email address, if any.....

5. Telephone No. and/or Mobile No.

6. Details of information sought (if necessary, attach separate page):
.....
.....
.....

7. Does the information sought concern the life and liberty of a person: Yes/No

If yes, the reasons therefor.....
.....
.....

8. Details of fee deposited.....

9. Does the applicant belong to BPL category: Yes/No (If yes, attach BPL certificate)

10. List of enclosures
.....
.....

Place.....

Full Signature of the applicant

Date.....

Acknowledgement

Received the application from.....
Address.....
on.....(date)seeking information u/s 6(1) of RTI Act, 2005, registered at serial no.....

Date.....

Signature and full name of SPIO
Official seal

Transfer of RTI application to another public authority

To:

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(Designation and address of SPIO to whom application is being transferred)

Sir,

Please find enclosed herewith an application from.....

(Name and address of applicant)

dated..... (Regn. No.....), seeking information u/s 6(1) of RTI Act, 2005.

The aforesaid application is being transferred to you because the subject matter of serial no.....of the information sought falls within the jurisdiction of your department/office.

It is certified that the applicant has paid Rs..... (Rupees.....only) on account of fees for obtaining information under the Act, which has been deposited in the Government treasury / account.

Yours faithfully

()

Date:

State Public Information Officer
Name and address of the Department /Office
Telephone No.

Copy to:

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.....
.....

(Name and address of applicant)

As the information at Serial No..... sought in your aforesaid application does not fall within the jurisdiction of this Department/Office, it has been transferred to the State Public Information Officer of the public authority having jurisdiction. You are requested to contact the State Public Information Officer mentioned above.

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State Public Information Officer
Name and address of the Department /Office

Intimation regarding provision of information sought under RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

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(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

To:

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.....

(Name and address of applicant seeking the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

The information sought by you is given below:

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.....

(If above space is inadequate, separate pages may be attached.)

If you are not satisfied with the answer you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority

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Yours faithfully,

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Intimation regarding additional fee representing cost of providing information

Letter No:-.....

Dated:-.....

From:

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(Designation, address and phone no. ofSPIO providing the information under RTI Act, 2005)

To:

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(Name and address of applicant seeking the information under RTI Act, 2005)

Sir,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

In accordance with the provisions of the U.P. Right to Information (Regulation of Fee and Cost) Rules, 2006, you are requested to deposit additional fee of Rs..... (Rupees.....), representing the cost of providing the information as per calculations given below:

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.....
.....

The above fee may be deposited in the form of postal order/demand draft/banker's cheque payable to.....

If you have any objection against this demand you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority

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Yours faithfully,

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Intimation of rejection of request for information sought under RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

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(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

To:

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(Name and address of applicant seeking the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

The undersigned regrets to inform you that the information sought by you cannot be provided for the reason(s) given below:

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If you are aggrieved by the above, you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority

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Yours faithfully,

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Notice under section 10(2) of the RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

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(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

To:

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(Name and address of applicant seeking the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

In this regard I have to inform you that the following part of the information sought by you is exempt from disclosure:

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Accordingly, we have separately provided to you only the remaining part of the information which is not exempt from disclosure.

Please note that the reasons for the above decision are as follows:

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If you have any objection against this decision you may file an appeal under Section 19(1) of the Act within thirty days of the receipt of this letter to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority

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Yours faithfully,

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Notice to third party under section 11(1) of the RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

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(Designation, address and phone no. of SPIO providing the information under RTI Act, 2005)

To:

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(Name and address of third party)

Sir/Madam,

Whereas Sri/Smt _____ resident of _____ has filed an application on _____ with the undersigned under the Right to Information Act, 2005 seeking the following information/record relating to/supplied by you:

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And whereas the undersigned intends to disclose the above information/record or part thereof to the applicant.

Now, therefore, you are hereby called upon to make your submissions in writing or orally, as per section 11 of the Act, as to whether the information/record asked for by the applicant should be disclosed or not.

The submissions or representation against the proposed disclosure should be made by you within ten days from the receipt of this notice, failing which the undersigned will take a decision in the matter in accordance with the provisions of the Act, without giving any further notice.

If you have any objection against this decision you may file an appeal under Section 19(1) of the Act within thirty days to the First Appellate Authority whose address is given below:

Designation, address and phone no. of First Appellate Authority

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Yours faithfully,

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(TO BE SUBMITTED IN THREE COPIES)

Form-10

Complaint under section 18 of the Right to Information Act, 2005

Dated:.....

To: U.P. State Information Commission

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Lucknow

A. Complainant's contact details:

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

B. Details about the Complaint:

1. Particulars of the State Public Information Officer against whom complaint is preferred.	Name (If available)	
	Designation	
	Address	
2. Particulars of the First Appellate Authority, if an appeal against the SPIO was preferred u/s 19(1) of the Act.	Name (If available)	
	Designation	
	Address	
3. Date on which application u/s 6(1) of the Act was preferred before the SPIO		
4. Was any order passed by the SPIO on the application submitted u/s 6(1) of the Act ?	Yes / No (If 'Yes', a copy of the order passed by the SPIO must be attached.)	
5. Brief description of the complaint	
6. Ground(s) of the complaint (If above space is inadequate, then separate page(s) may be added.)	
7. Prayer or relief sought.	
8. Any other information considered relevant by the complainant		

<p>9. List of copies of documents relied upon and submitted by the complainant.</p>	<ol style="list-style-type: none"> 1. Copy of request for information filed before the SPIO under section 6(1) of the Act. 2. Copy of order, if any, passed by the SPIO. 3. Copy of appeal, if any, filed before the First Appellate Authority under section 19(1) 4. Copy of order, if any, passed by First Appellate Authority on the appeal. 5. Any other document(s) relied upon by the complainant.
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Verification

I, _____ (Name of the complainant), son of / daughter of / wife
of _____ resident of _____
_____ (address)

hereby declare that I have not filed any other complaint in regard to the aforesaid application u/s 6(1) of the Act against the aforesaid SPIO and the particulars furnished in the complaint are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Place :

Signature of the Complainant

Date :

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.....

(TO BE SUBMITTED IN THREE COPIES)

Form-14

Second Appeal under section 19(3) of the Right to Information Act, 2005

Dated:.....

To: U.P. State Information Commission

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Lucknow

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 First Appellate Authority against whom appeal is preferred.	Name (if available)	
	Designation	
	Address	
2. Particulars of the SPIO concerned.	Name (if available)	
	Designation	
	Address	
3. Details of appeal filed under section 19(1) of the Act before the First Appellate Authority (A copy of the appeal and a copy of the order passed, if any, on the appeal must be attached.)	Date of appeal	
	Was any order passed on the appeal? If yes, date of such order	
	Date of receipt of order passed on appeal	
4. If appeal is being filed after the prescribed period, then what is the reason for delay?	
5. Grounds of appeal (If above space is inadequate, then separate page(s) may be added.)	
6. Prayer or relief sought.	

7. List of copies of documents relied upon and submitted by the appellant.	<ol style="list-style-type: none"> 1. Copy of request for information filed before the SPIO under section 6(1) of the Act. 2. Copy of order, if any, passed by the SPIO. 3. Copy of appeal filed before the First Appellate Authority under section 19(1) 4. Copy of order passed, if any, by First Appellate Authority on the appeal 5. Any other document(s) relied upon by the appellant.
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Verification

I, _____ (Name of the appellant), son of / daughter of / wife of _____ resident of _____

_____ (address)

hereby declare that I have not filed any appeal against the impugned order earlier and the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Place :

Signature of the Appellant

Date :