

Form of Memorandum of Appeal to the First Appellate Authority
Under Section 19 (1) of the RTI Act 2005.

To,

.....
.....
.....

1. Full name of the Appellant :-

2. Address with telephone Nos. :-

3. Particulars of the PIO :-

4. Date of receipt of the order
Appealed against (If order passed) :-

5. Last date for filling the appeal :-

6. The grounds for appeal :-

7. Particulars of information

(i) Nature & subject matter of the
information required :-

(ii) Name of the officer or
Department to which the
Information relates :-

8. A fee of Rs. 50/- for appeal has been deposited in Treasury by Challan Vide No.....
Date.....

Place:-

Date:-

Signature of the Appellant
Name:-

Acknowledgement of Memorandum of First Appeal u/s 19(1) RTI Act, 2005

I.D.No.....

Date.....

1. Received a Memorandum of Appeal of First Appeal u/s 19(1) of RTI Act, 2005 from Shri/Smti a resident of.....
2. The appeal shall have to be disposed of within the period of 30 days from the date of receipt. If appeal cannot be disposed within time, the letter shall be issued stating the reason thereof.
3. The appellant may also consult official website of the competent authority from time to time for information.

Date:-

Signature and stamp of the
Appellate Authority
Telephone:-
Mobile No:-