



There is no common RTI Second Appeal Format for Central as well as State Information Commissions. Before submitting second appeal you may check the RTI Appeal Procedure for corresponding States.

However, I have provided below the sample RTI Second Appeal Format in English for Central Information Commission. You may use same [RTI Second Appeal](#) Format in English as reference to draft the second appeal before State Information Commissions that do not provide any specific format. While writing Second Appeal before State Information Commission, you may replace Central Information Commission and its Address with State Information Commission and its address, and CPIO with SPIO.

To know when and how to File Second Appeal under section 19(3) of the RTI Act, you may visit [How to submit Second Appeal under RTI?](#)

RTI Second Appeal Format in English

RTI Act do not provide any specific RTI Second Appeal Format in English. You may use below RTI Second Appeal Format in English as reference for drafting Second Appeal.

The Right to Information Act, 2005

Second Appeal before

CENTRAL INFORMATION COMMISSION

August Kranti Bhavan, Bhikaji Kama Place,

NEW DELHI – 110 066

Submitted under Section 19(3) of the Right to Information Act, 2005

In the matter of

(Appellant's Name)

vs.

The CPIO & The Appellate Authority

Date of Submission:

INDEX OF SECOND APPEAL

Sl. No.	Items	Page No. (... to ..
01	Particulars of Enclosures	
02	Original Second Appeal dated	
03	Chronology Chart of RTI Application dated ...	
04	Copy of RTI Application dated ... (Annexure - A)	
05	Copy of decision of CPIO dated ..., if received (Annexure -B)	
06	Copy of First Appeal dated ... (Annexure - C)	
07	Copy of decision dated ... of First Appellate Authority, if received (Annexure -D)	
08	Proof of mailing Copy of Second Appeal to CPIO (Annexure - E)	
09	Proof of mailing Copy of Second Appeal to First Appellate Authority (Annexure - F)	

Place:

Signature of the Appellant

Date:

(Name of the Appellant)

The Right to Information Act, 2005

Appeal before

CENTRAL INFORMATION COMMISSION

August Kranti Bhavan, Bhikaji Kama Place,

NEW DELHI – 110 066

Appeal No. _____ dated _____ [For office use only]

BETWEEN:

.....

.....

..... (Name and Address of Appellant)

Contact No. :

Email ID:

... Appellant

AND:

1.

.....

..... (Name and Address of CPIO)

2.

.....

..... (Name and Address of First Appellate Authority) ...**Respondents**

APPEAL UNDER SECTION 19(3) OF THE RIGHT TO INFORMATION ACT, 2005

Here, you may mention the main reasons for submitting Second Appeal. The reasons may include NO decision of First Appellate Authority on First Appeal within specified time, complete/partial Rejection of First appeal by First Appellate Authority, Information not provided by CPIO/SPIO even after order of First Appellate Authority, etc. Example: As First Appellate Authority has rejected my Appeal without providing me opportunity of personal hearing, I hereby submit this appeal for your kind decision.

1. Brief Facts leading to the Second Appeal:

In this section you can briefly write background of the Second Appeal. For example:

1.1. If First Appellate Authority did not give her decision within 30/45 days of receipt of your First Appeal, you may write following details:

On date, the Appellant submitted First Appeal dated (Annexure – A) to the Respondent No. 2, who registered the the First Appeal under Control No. Respondent No. 2 has not given her decision on my First Appeal even after lapse of 60 days. This is complete violation of Section 19 (6) of the RTI Act, which is produced below:

"19 (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing."

1.2. If First Appellate Authority gave her decision within 30/45 days of receipt of your First Appeal but rejected your appeal, you may write following details:

CPIO/SPIO has rejected my request for information and First Appellate Authority has rejected my First Appeal without providing me opportunity of hearing, or has rejected my First Appeal without sufficient cause. The Appellant strongly believes that respondents have malafidely denied the information. This is completely against the spirit of RTI Act, 2005.

1.3. If First Appellate Authority gave her decision within specified time and ordered CPIO/SPIO to provide you information within 15 days but CPIO/SPIO didn't complied with the order, you may write following details:

First Appellate Authority ordered CPIO/SPIO vide order No. ... dated ... to provide me information within 15 days of receipt of order on first appeal. But, CPIO/SPIO didn't care to comply with the

order of First Appellate Authority, undermining the Statutory Authority of First Appellate Authority. This proves that CPIO/SPIO has rejected my request for information malafidely. This is complete violation of the provisions and spirit of RTI Act.

The materials on record in para 1 of this appeal clearly show the lackadaisical approach of respondents in implementing the RTI Act. Thus, Appellant strongly believes that respondents have taken the RTI Act very casually.

2. Prayers or Relief sought:

The Appellant prays that the Hon'ble Commission be pleased to:

- admit this appeal and provide me the opportunity of personal hearing while disposing of my appeal;
- invoke its power under section 19(8)(a)(i) to direct the CPIO/SPIO to furnish the information immediately free of cost;
- invoke its power under section 19(8)(b) to direct the public authority to compensate the Appellant for any loss or other detriment suffered;
- invoke its power under section 19(8)(v) to direct the public authority to increase the training for its officials on the right to information on the urgent basis;
- direct the Respondents to apply their mind carefully on the materials on record while responding to any matter pertaining to RTI;
- invoke its power under section 19(8)(c) to impose penalty on Respondents as per Section (20)(1) of RTI Act and to recommend disciplinary action against respondents as per section 20(2) of RTI Act;
- direct the public authority to make entry in Service Book/Annual Performance Appraisal Report of the Respondents for defying the provisions of the Act; and
- invoke its powers under the RTI Act to issue any other direction or recommendation as it may deem appropriate.

3. Grounds for the Prayer or Relief:

- The Appellant believes that Section (19) of the RTI Act permits any person to appeal before the Honorable Commission if he has been refused access to any information requested under this act or he believes that he has been given incomplete, misleading, or false information under this Act or PIO has obstructed in any manner in furnishing the information.
- The Appellant believes that Respondents have malafidely denied the request for information. The materials on record clearly show the lackadaisical approach of respondents in implementing the RTI Act. Such actions of respondents are in non

compliance with the provisions and spirit of the RTI Act. This clearly shows that respondents have taken the RTI Act very casually.

- Right to Information finds its root in the Fundamental Right which no one is supposed to violate but respondents have done that by malafidely denying the information.
- As these matters relate directly to compliance of the provisions of the RTI Act, the Appellant is desirous of preventing respondent's illegitimate act of implementing the RTI Act with very casual and lackadaisical approach. Further, by not preventing the non compliance with the act, the avowed objectives of the RTI Act, namely, creating an informed citizenry and ensuring the establishment of a practical regime of transparency in Government would stand defeated.
- The Appellant believes that there is further guidance available in the RTI Act regarding the power of the Honorable Central Information Commission to ensure compliance with the Act. Under section 25(5) of the RTI Act if it appears to the Central Information Commission that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

4. The Appellant reserves his right to make any amendment in the prayers or relief sought in this appeal letter or submit additional arguments and prayers as and when required in this case.

5. Personal Presence at hearing: YES

6. Declaration:

I hereby verify that the aforementioned facts are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority. I also declare that I have authenticated all copies attached to this Appeal.

Place:

Signature of the Appellant

Date:

(Name of the Appellant)

The above part of RTI Second Appeal Format in English is main content of your second appeal. You should include chronological chart as provided below along with RTI Second Appeal Format in English.

CHRONOLOGICAL CHART OF RTI APPLICATION

dated of Mr. (Appellant's Name)

Sl. No.	Detail of Events	Date
01	RTI Application submitted on	
02	CPIO replied to the RTI Application on	
03	First Appeal Filed on	
04	First Appellate Authority gave her decision on	
05	Copy of Second Appeal mailed to CPIO on	
06	Copy of Second Appeal mailed to First Appellate Authority on	
07	Second Appeal mailed to CIC on	

Place:

Signature of the Appellant

Date:

(Name of the Appellant)

You may include details mentioned in above RTI Second Appeal Format in English in your second appeal. If you have any doubt in RTI Second Appeal Format in English above, you may ask through comment box.

You may get other RTI Format at below links:

- [RTI Application Format](#)
- [RTI First Appeal Format](#)
- [RTI Complaint Format](#)

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