

**FORMAT FOR FILING 2ND APPEAL BEFORE WEST BENGAL
INFORMATION COMMISSION
U/S 19 (3) of RTI Act, 2005**

(Vide Circular No. 337 Dated 18.01.2017)

- 1] Name of the Applicant:

- 2] Address:

- 3] Date of filing of application for information under RTI Act
(A self attested copy of RTI application should be attached along with proof of payment of RTI fees i.e. photocopy of the same. In case of BPL category, self- attested photocopy of certificate issued by the competent authority should be attached).

- 4] Name of State Public Information Officer / State Assistant Public Information Officer to whom the application was made and address:

- 5] Gist of the information sought for:

- 6] Have you received any response / information?
If so, attach a self-attested copy of the same.

- 7] Date of filing 1st appeal:
(A self attested copy of 1st appeal should be attached).

- 8] Authority to whom the first appeal was made with address:

- 9] Decision of the 1st Appellate Authority, if any, including number and date of the order:
(A self-attested photocopy of the order of the 1st Appellate Authority should be attached).

10] Grounds for 2nd appeal and the relief sought (specify):

11] If 2nd appeal is filed after 90 days from the date on which the decision of the 1st Appellate Authority was received or after 135 days from the date of filing of the 1st appeal, explain the reasons for the delay:

I ----- son / daughter of ----- aged ----- being an Indian citizen do hereby solemnly affirm that the statements made herein are true to my knowledge based on records and the rest are my submissions to the Hon'ble West Bengal Information Commission.

Place :

Signature of the appellant

Date :

(Name of the appellant)

List of documents to be enclosed : -

- a) Self attested copy of RTI application;
- b) Self attested photocopy of proof of RTI fee payment or of BPL status;
- c) Self attested copy of 1st appeal;
- d) Self attested copy of all communications / replies received from the public authorities in connection with the instant RTI application;
- e) 2nd appeal in the format as above.
- f) Any other documents in support of the 2nd appeal.

NOTE:

- 1] If incomplete or incorrect information is provided, the 2nd appeal is liable to be rejected.
- 2] Separate 2nd appeal has to be filed in respect of each RTI application.