

CENTRAL INFORMATION COMMISSION

Name of the Public Authority _____

Name of concerned IC _____

Dak Receipt No. _____

Check List for Second Appeal under Section 19 of the Right to Information Act, 2005 and Right to Information Rules, 2012.

Name of the Appellant: _____

(i)	Date of Second Appeal:	
(ii)	Date of receipt in the Commission:	
(iii)	a) Date of Order of First Appellate Authority, if available;	a)
	b) Date of receipt of the order of the First Appellate Authority by the appellant, if available.	b)

Rule 8 and Rule 10(2):Point(s) to be checked

S.No.	Whether requisite documents attached or not	Yes or No	Pages	Remarks, if any
1.	Copy of the application submitted to the CPIO			
2.	Copy of reply received from the CPIO, if any			
3.	Copy of appeal made to the First Appellate Authority			
4.	Copy of Order received from the FAA, if any			
5.	Copies of other documents relied upon by the appellant and referred to in his appeal			
6.	Copies of all the documents have been authenticated and verified by the Appellant			

7.	An index of the documents referred to in the appeal			
8.	The appeal is in the prescribed format or not			
9.	The appeal has been filed against the order of First Appellate Authority			
10.	The appeal has been filed for non-disposal of the appeal by the First Appellate Authority			
11.	Appeal is time barred.			
	If yes, whether request for condonation of delay has been made.			
12.	Any proof of identity of the appellant as per order dated 2.11.2012 of the High Court of Punjab & Haryana in CWP No.4787/2011 – Fruit Merchant Union Vs CIC & anr.			

General Remarks:

- (1)
- (2)
- (3)

**Name and Signature of the Legal Consultant
with date**

NB: 1) Letters/2nd appeals which are not in conformity with the requirements of Rule 8 shall not be registered as 2nd appeal but will be dealt with under the dak receipt number. Similarly, letters/appeals which do not satisfy the requirement of Rule 10(2) will be processed under dak receipt number and placed for consideration by the Commission.

2) Senior Citizen case/BPL case/Life and Liberty case/order or direction of a Court , if any.

CENTRAL INFORMATION COMMISSION

Name of the Public Authority_____

Name of concerned IC_____

Dak Receipt No._____

Check List for Complaint(s) under section 18 of the Right to Information Act, 2005.

Name of the Complainant:

(i)	Date of Complaint:	
(ii)	Date of receipt in the Commission:	

Section 18:Point(s) to be checked

S.No	Reasons for filing complaint(s)	Yes or No	Pages	Remarks, if any
1.	Non-appointment of CPIO by the public authority			
2.	CAPIO (i) refused to accept the RTI application;			
	(ii) refused to accept the first appeal;			
	(iii) refused to accept the second appeal to the Commission			
3.	Refused access to information			

4.	Non-response to the request for information or access to information within the specified time limit			
5.	Demand for payment of unreasonable amount of fee			
6.	Given incomplete, misleading or false information			
7.	Any other matter relating to requesting or obtaining access to records under the Act			
8.	Complaint has been filed for non-compliance of any order or directions of the Commission.			
	If yes: <u>Nature of compliant:</u> a) no information/reply has been provided. b) the information provided is incorrect/incomplete/misleading c) whether the number and date of the order of the Commission indicated;			
		Documents attached or not		
9.	Copy of the application, if any, submitted to the CAPIO/ CPIO			
10.	Copy of reply received from the CPIO, if any			
11.	Copy of appeal, if any, made to the First Appellate Authority			
12.	Copy of order received, if any, from the First Appellate Authority			
13.	Copies of other documents, if any, relied upon by and referred to in the complaint			
14.	Copies of all the documents have been verified or self attested			
15.	An index of the documents referred to in the complaint			
16.	Name and address of the CAPIO/CPIO or of the authority against whom complaint is made			

17.	Any proof of identity of the appellant as per order dated 2.11.2012 of the High Court of Punjab & Haryana in CWP No.4787/2011 – Fruit Merchant Union Vs CIC & anr.			
18.	Relief(s) sought			

<p>General Remarks:</p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p style="text-align: right;">Name and Signature of the Legal Consultant with date</p>

NB: Senior Citizen case/BPL case/Life and Liberty case/order or direction of a Court , if any.