**Annexure B**

See Rule 5 (1)

Appeal under Section 19(1) of the Right to Information Act 2005

**Affix Court fee stamp Rs. 20/**

From:

(Appellant’s name and address)

To: First Appellate Authority

C/o Public Information Officer

(Department, Address)

1. Date of receipt of the order appealed against: Not received.

2. Last date for filing the appeal: (60 days from application date).

3. The grounds for appeal: In my requisition for information dated , I had asked for the information, as per the copy enclosed. This has been received by the PIO on \_\_\_\_\_. Though the mandated period of 30 days is over, the PIO has sent no reply, which is violating my fundamental right and contravenes the law. Since it is the PIO’s responsibility to inform me of the particulars of the appellate authority as per Section 7 (8) (iii), he has not done so, and it is his responsibility to forward it to the First Appellate Authority

4. Particulars of information-

Please provide the following information with respect to the same:

1. Please indicate the daily progress made on my application so far. i.e. when did my application reach which officer, for how long did it stay with that officer and what action did he/she take on it during that period?
2. Please give the names and designations of the officials, if any, who delayed taking action on my application.
3. Please provide the norms, if any, prescribed for the department to deal with these types of applications.
4. What action would be taken against these officials for delay? By when would that action be taken?
5. By when would my application be dealt with?
6. List of any applications that were received after my application but dealt with earlier, and the reasons thereof.
7. Recommend to the State Information Commission that a penalty should levied on the PIO under Section 20(10) of the Act 22 of 2005, for not providing the information as mandated in the law. No reasonable cause can be there for not replying at all.

**Place:** Mumbai

**Date:**  **Signature of the applicant**

Enclosed: Copy of RTI application of with proof of receipt by PIO