

**FORMAT FOR FILING COMPLAINT / 2ND APPEAL BEFORE WEST BENGAL
INFORMATION COMMISSION (Vide Circular No. 1522-WBIC/Admn-05/13**

dated 13.08.2014)

Complaint u/s 18(1)

2nd Appeal u/s 19(3)

(Tick relevant box)

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):

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.

Cont.....2

For Complaint u/s 18(1) only

1. Grounds for Complaint (strike off items not applicable)

- i) Unable to submit request for information because no SPIO / SAPIO has been appointed.
- ii) SPIO / SAPIO refused to accept the application / 1st appeal or refused to forward it to the SPIO / 1st Appellate Authority.
- iii) Refused access to information requested.
- iv) No response to the RTI application received within the time limit specified in the RTI Act.
- v) Fee demanded is unreasonable.
- vi) Information furnished is incomplete / misleading / false.
- vii) Any other (specify).

For 2nd Appeal u/s 19(3) only

1. Date of filing 1st appeal

(A self attested copy of 1st appeal should be attached)

2. Authority to whom the first appeal was made and address:

3. 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)):

4. Grounds for 2nd appeal and the relief sought for (specify):

5. 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 complainant / appellant

Date:

(Name of the complainant / appellant)

Index of self attested documents attached:

- 1.
- 2.
- 3.
- 4.
- 5.