



**Form of Memorandum of Appeal to the First Appellate Authority  
Under Section 19(1) of the RTI Act 2005**

.....  
.....  
.....

1. Full name of the Appellant :-
2. Address with telephone Nos. :-
  
3. Particulars of the PIO :-
4. Date of receipt of the order  
Appealed against (if order passed) :-
5. Last. Date for filling the appeal :-
6. The grounds for appeal :-
7. Particulars of information :-

(i) Nature & Subject matter of the  
Information required :-

(ii) Name of the officer or  
Department to which the  
Information relates. :-

8. A fee of Rs. 50/- for appeal has been deposit in Treasury by Challan/IPO vide No.....  
Date.....

Place :-

Date:-

Signature of the Appellant

Name :-

# Acknowledgement of Memorandum of First Appeal U/S 19(1) of RTI Act,2005

I.D.No.....Dated.....

1. Received a Memorandum of Appeal of First Appeal U/S 19(1) OF act,2005

From shri/smti..... a resident of  
.....

2. The Appeal shall have to be disposed of within the period of 30 days from the date of receipt. If appeal cannot be disposed within time, the letter shall be issued stating the reason thereof.
3. The Appellant may also consult official website of the competent authority from time to time for information.

Dated.....

Signature and stamp of the  
Appellate Authority  
Telephone:-.....  
Mobile No.....