

Complaint to Information Commission
Section 18(1) of RTI Act 2005

To:
Information Commission,

1. **Complainant's name and address-**
2. **(a) Name, designation and address of-
Public information Officer**
**(b) Name, Designation of First
Appellate authority-**
3. **(a) Details of communication received from PIO-**
**(b) Details of communication received from
First Appellate authority**
4. **Reasons for complaint/Information
Commission judgment number-**
5. **Details of application, Appeal, postal receipt etc-**
6. **Prayer or relief sought:**
7. **Other details sought**

I declare that the information provided above is true to the best of my knowledge.

Date:

With regards,

Place-

Signature

Enclosed:

1. Photo copy of application submitted to PIO, appeal made to First appellate authority and Information commission
2. Photocopy of postal receipt, acknowledgement and payment details.
3. Photo copy of correspondence received from PIO and First appellate authority

Notes/Instructions:

1. Self attest all the documents
2. According to Section 18(1) of RTI Act, the applicants are entitled to complain to RTI Commission in case of PIO refuse to disclose the information, does not respond in stipulated time frame, demands unreasonable amount of fee for providing information.
3. Complaint can also be lodged in case of incomplete information, misleading information, wrong information provided by PIO.
4. According to section 7(2) of RTI Act the application deemed to be refused if the PIO fail to disclose/endorse within the time stipulated by the Act.