

Complaint / Appeal Format

(To be submitted in quadruplicate alongwith all enclosures)

1. Name of the Complainant / Appellant:

2. Address:

3. Telephone No.: (if any)

4. Whether copy of RTI Request is attached:

5. Whether prescribed application fee was attached with the RTI application:

6. Whether copy of 1st appeal u/s 19(1) is attached:
(For filing appeal only)

7. Name and address of the S.P.I.O. with his Telephone No. if any:

8. Name and Address of the 1st Appellate Authority with his / her Telephone No. if any:
(For filing appeal only)

9. Prayer or Relief sought:

10. Grounds for the prayer or relief:

11. Verification by the complainant / appellant as under:

12. Any other information which the complainant / appellant intends
to bring to the notice of the Commission:

13. Whether self attested:

14. Page numbering:

15. All index of the documents referred in the complaint/appeal:

“I,..... S/o (D/o) aged about being an Indian citizen do hereby solemnly affirm that the statements made in my above complaint / appeal are true to my knowledge based on records and the rest are my humble submissions to the Hon’ble West Bengal Information Commission.”

Place:

Signature of the complainant / appellant

Date:

(Name of the complainant / appellant)