

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 1<sup>st</sup> 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 1<sup>st</sup> 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)**