

RTI Application + First & Second Appeal Drafter

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a Right to Information application precisely framed to obtain the information without rejection, or — where information is denied, delayed or evasive — a First Appeal to the appellate authority or a Second Appeal to the Central or State Information Commission, with the grounds and the relief.

Purpose of this tool & output

Draft an RTI application, or a First Appeal or a Second Appeal (CIC/SIC), precisely framed to actually get the information

How the output is used

Use the drafted RTI application (precisely framed) to file with the PIO, or the First/Second Appeal — with the grounds and the relief — to the appellate authority or the Information Commission when information is denied, delayed or evasive.

Who receives it

The Public Information Officer (PIO) of the public authority for the application; the First Appellate Authority for the first appeal; the Central or State Information Commission (CIC/SIC) for the second appeal.

How to submit / file it

File the RTI with the fee (or a BPL exemption) to the PIO; file the first appeal within 30 days of the reply/deadline, and the second appeal to the Commission within 90 days, with the correspondence trail.

Who should vet it

An RTI activist or a lawyer is optional — the tool frames it to be self-filed; complex denials or a strategic second appeal may benefit from a review.

Important cautions

An RTI must seek information, not ask questions or seek opinions, or it is rejected; the appeal timelines (30 days, 90 days) are strict. Frame it precisely and keep the acknowledgement and reply trail.

Companion documents

No related documents are listed on the portal for this tool.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

