

## **Guidelines to File Online Petition**

To File Online application for Second Appeal / Complaint Petition, click on the Image “**File Your Petition**” in the home page / via menu **Citizen Services -> File Petition**.

### **Prerequisite**

A second appeal under section 19 (3) of the Act is filed against an order of the AA in a public authority or when the AA does not make a decision within the specified time.

A complaint under section 18 of the Act may be filed directly on the grounds mentioned in sub-section (1) of this section.

The main difference between a complaint and a second appeal is that in the case of an appeal, this Commission may pass orders directing the SPIO to provide the requested information to the appellant in appropriate cases whereas such orders cannot be passed while dealing with a complaint.

No fee is required to be paid along with the second appeal/complaint.

The Second Appeal must be filed within 90 days from the date on which the First Appellate Authority decision was actually received by the Appellant or within ninety days after expiry of 45 days of filing of First Appeal in cases where no reply has been received.

Complete copies of all the required documents bearing signatures of the persons concerned are to be uploaded. Attach pdf documents only. A file size of maximum 500kb per page will be allowed. While scanning, use gray scale with maximum 100 dpi. Multiple pages of the same document may be scanned into a single pdf with maximum of 10 pages.

The following documents are to be submitted along with second appeal: -

- (i) A copy of the application submitted to the State Public Information Officer.
- (ii) A copy of the reply received, if any, from the State Public Information Officer.
- (iii) A copy of the appeal made to the First Appellate Authority.
- (iv) A copy of the Order received, if any, from the First Appellate Authority.
- (v) Copies of other documents relied upon by the appellant and referred to in his appeal
- (vi) An index of the documents referred to in the appeal.

## Submitting the Application

This is a simple 4 step process.

- Step1:- Fill in Petitioner's Basic Details

**File Petition**

- Fill in all the fields that are marked as required (\*)
- File types allowed for upload need to be in PDF format.
- A file size of maximum 500kb per page will be allowed. Multiple pages of the same document may be scanned into a single pdf with maximum of 10 pages.
- Once the form is submitted, status of the petition can be tracked using petition number and registered mobile number.

1 Petitioner Details   2 Petition Details   3 RTI application Details   4 First Appeal Details

Applicant name \*   Mobile number \*   Applicant email \*

test   8943284714

**Address**

House name \*   Street \*   City \*

Pincode \*   Country   State \*

INDIA   Kerala

Previous   Next

- Step2:- Petition Details

**File Petition**

- Fill in all the fields that are marked as required (\*)
- File types allowed for upload need to be in PDF format.
- A file size of maximum 500kb per page will be allowed. Multiple pages of the same document may be scanned into a single pdf with maximum of 10 pages.
- Once the form is submitted, status of the petition can be tracked using petition number and registered mobile number.

1 Petitioner Details   2 Petition Details   3 RTI application Details   4 First Appeal Details

Petition details in (500 words) \*

Copy of written petition (PDF only maximum size=500KB) \*

Choose file   Browse

Previous   Next

- Step3: RTI Application Details

Office of SPIO

**Department**  **District**  **Office**

**Date of RTI application \***   **Response category \***

**Date of RTI response**   **Date of receipt of response**

**RTI application(PDF only, maximum size=500KB) \***   **RTI response (PDF only, maximum size =500KB)**

Appeal Status

**Is first appeal filed?**

### Step 4- First Appeal Details

Office of First Appellate Authority

**Department**  **District**  **Office**

**Date of first appeal Application**   **Response category**

**Date of first appeal order**   **Date of receipt of first appeal order**

**First appeal application (PDF only maximum size=500KB)**   **First appeal order (PDF only maximum size=500KB)**