## **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 subsection (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.

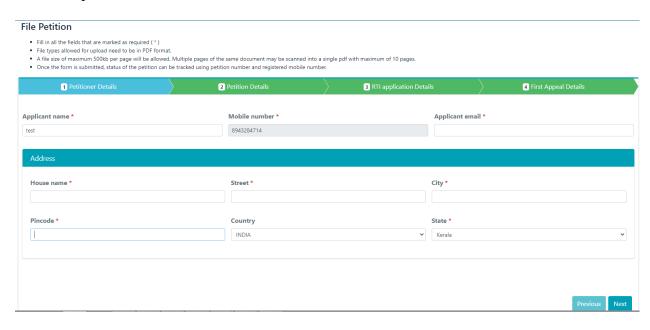
The following documents are to be submitted along with second appeal: -

- (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.

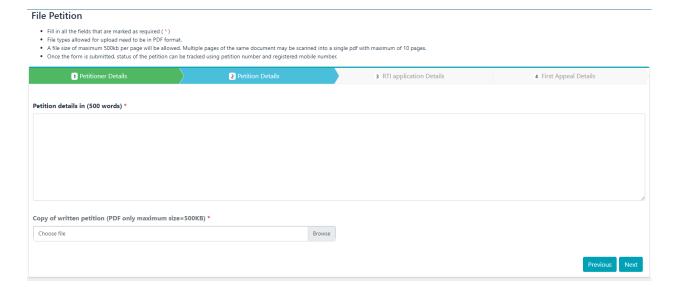
## **Submitting the Application**

This is a simple 4 step process.

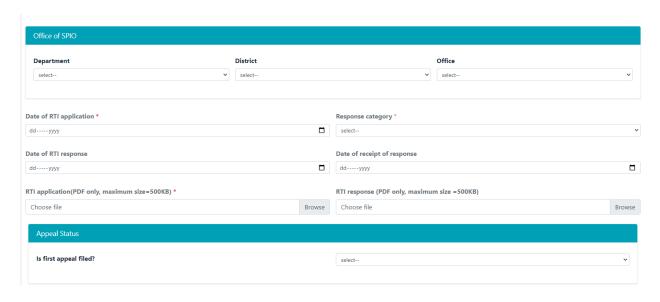
• Step1:- Fill in Petitioner's Basic Details



• Step2:- Petition Details



• Step3: RTI Application Details



Step 4- First Appeal Details

