

**Model Check-list for  
Central Public Information Officers (CPIO)/  
Appellate Authorities (AA)**

S. No.	Item	Reply / Remarks
<b>I. RECEIPT OF RTI APPLICATION (Section 7)</b>		
1.	Date of receipt of RTI application by R&I section of Public Information authority (if applicable)	
2.	Date of its receipt by CPIO	
3.	Time between (1) & (2) in days.	
Or		
4.	In case RTI application was filed before APIO or an officer other than CPIO	
	(i) date of receipt of RTI application by such officer	
	(ii) date of its transfer to CPIO	
	(iii) date of its receipt by CPIO	
	(iv) Time between (i) & (iii) in days	
<b>II. FEE PAYMENT DETAILS (Rules of RTI regulation of fee and cost rules)</b>		
5.	Whether fee enclosed with RTI application	
6.	Date of depositing fee and mode of payment (Bankers' cheque / DD, Cash, IPO)	
<b>III. PROCESSING OF RTI APPLICATION AND RESPONSE TO THE APPELLANT (where applicable)</b>		
7.	Date of reference to holder of information (with name) by CPIO u/s 5(4)	
8.	Date of receipt of information by the CPIO from the holder of information	
9.	Time between (6) & (7) in days	

10.	Date of reply to appellant/ complainant by CPIO	
11.	Whether name and address of AA mentioned in the reply u/s 7(8) (give particulars)	
12.	Mode of communicating reply	
13.	Time between (7) & (10) in days	
<b>IV. REFERENCE u/s 6(3) of RTI Act (where applicable)</b>		
14.	Date of transfer to another Public Authority u/s 6(3) of the RTI Act	
15.	To whom it was transferred (name, designation and address)	
16.	Time between date of receipt of application by CPIO and date of transfer to another CPIO in days	
<b>V. THIRD PARTY REFERENCE u/s 11 of RTI Act (where applicable)</b>		
17.	Date of written notice to Third Party u/s 11(1) of the RTI Act	
18.	Name and address of Third Party	
19.	Date of representation by Third Party u/s 11(2) of the RTI Act	
20.	Time between date of issue of notice u/s 11(1) and receipt of representation u/s 11(2) in days	
<b>VI. FEE u/s 7 of RTI Act</b>		
21.	(a) Date of intimation given to appellant regarding fee u/s 7(1)	
	(b) Date of intimation given to appellant regarding further fee u/s 7(3) chargeable and his right to review	
22.	Quantum of fee u/s 7(1) (in Rs.)	
	Quantum of further fee u/s 7(3) indicated to be charged (in Rs.)	

23.	Date of depositing fees by petitioner as demanded by CPIO (indicate mode of depositing fee too)	
24.	Date of furnishing information	
25.	Time taken between (21) & (23) in days.	
<b>VII. 1<sup>st</sup> APPEAL to Appellate Authority</b>		
26.	Date of filing first appeal (along with name and designation of Appellate Authority)	
27.	If first appeal not filed before designated AA, mention name and designation of the officer before whom the 1 <sup>st</sup> appeal filed u/s 19 (1)	
28.	Date of transfer of appeal by the receiving officer to Appellate Authority / mention name and designation (if applicable)	
29.	Date of receipt of appeal by Appellate Authority (Appellate Authority's name and designation)	
30.	Date of decision by Appellate Authority (mention name of Appellate Authority)	
31.	Date of communicating decision to Appellant	