

Templates

Did you know? The templates in this section are drafted to **anticipate the officer's refusal grounds** before they are raised — citing Section 8(2) public-interest overrides and referencing the leading Supreme Court decisions by name. Copy, fill, file.

If your last RTI was rejected. See [Why RTI Applications Get Rejected in India — and How to Avoid It](#). Five reasons, the exact fix for each, and two case studies of rejected RTIs corrected on appeal.

Ready-to-use drafts for applicants, Public Information Officers, and First Appellate Authorities. Each template is written for Central Government use. Notes on state variants follow each draft. Practitioners are advised to read the linked explanations pages before adapting a template for a specific matter.

For applicants

- **First RTI application.** An application under Section 6(1) of the Right to Information Act, 2005. Covers fee treatment, the address block, and the standard phrasing that avoids common grounds of rejection.
- **First appeal.** An appeal under Section 19(1) to the First Appellate Authority. Covers the grounds most often accepted by Information Commissions when the matter progresses to the second appeal.
- **Second appeal.** An appeal under Section 19(3) to the Central Information Commission or the State Information Commission. Covers the prescribed format, the supporting documents checklist, and the grounds that engage Section 8(2) after the 2025 amendment.

For Public Information Officers

- **Standard reply within thirty days.** A clean reply under Section 7(1) of the Act. The base template for full disclosure, partial disclosure, and fee intimation.
- **Partial disclosure with severability.** A reply applying Section 10 where the record contains both exempt and non-exempt information. Includes the reasoning the First Appellate Authority expects to see.
- **Third-party notice.** A notice under Section 11(1) where disclosure of the information may affect a person other than the public authority. Includes the consequent communication under Section 11(3) after hearing the third party.

For First Appellate Authorities

- **Speaking order on a first appeal.** A disposal order under Section 19(6) of the Act. Structured as a judicial-style order to reduce the scope of the second appeal.

How to use these templates

Each template follows the same structure. Read the *When to use this* note at the top. Read the template itself. Note the [SQUARE-BRACKET] placeholders, which are the fields a practitioner must fill in. Read the *Legal basis* section to understand the statutory foundation of each clause. Read *Common mistakes* before finalising.

Templates are starting points, not final drafts. They do not replace legal advice. Where a matter engages a contested legal question or a sum of money in the control of a public authority, practitioners are advised to consult a qualified person.

Notes on state variants

The fee structure, the mode of payment, and the office of the First Appellate Authority differ by jurisdiction. Central Government rules prescribe a fee of ten rupees in the form of a demand draft, an Indian Postal Order, or a cash receipt. State rules vary. Practitioners in State jurisdictions are advised to consult the applicable State RTI Rules before adapting the fee block in any applicant template.

For a consolidated reference to the rules in force, see [RTI Rules](#).

Sources

- The Right to Information Act, 2005 (Act 22 of 2005).
- The Right to Information (Regulation of Fee and Cost) Rules, 2005.
- The Central Information Commission (Management) Regulations, 2007.

Last reviewed

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	<p>Right to Information Wiki The working reference for India's Right to Information Act, 2005.</p>	
<p>Read online https://www.righttoinformation.wiki/templates/sta-rt</p>	<p>Main website https://www.righttoinformation.wiki/</p>	<p>Last updated 2026/04/20 01:14</p>