

THE CHRONOLOGY OF EVENTS SHOULD CONTAIN FOLLOWING ITEMS
WITH PROOF ;

SI.No.	Item	Reply / Remarks
	I : <u>(RECEIPT OF RTI APPLICATION)</u> (Section 7)	
1.	Date of receipt of RTI application by R&I section of Public 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	
	II : <u>(FEE PAYMENT DETAILS)</u> (Rules-3 of RTI regulation of fee and cost rules)	
5.	Whether fee enclosed with RTI application	
6.	Date of depositing fee and mode of payment (bankers* cheque / DD, cash, IPO)	
	III : <u>(PROCESSING OF RTI APPLICATION AND RESPONSE TO THE APPELLANT)</u> (where applicable)	
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	
	IV : <u>(REFERENCE u/s 6(3) OF RTI ACT.)</u> (where applicable)	
14.	Date of transfer to another Public Authority u/s 6(3) of the RTI Act.	

15.	To whom was it transferred (name, designation and address)	
16.	Time between date of receipt of application by CPIO and date of transfer to another CPIO	
	V : <u>(REFERENCE u/s 7 OF RTI ACT.)</u> (where applicable)	
17.	Date of intimation given to appellant regarding fee u/s 7(1) and further fee u/s 7(3) chargeable and his right to review.	
18.	Quantum of (a) Fee (b) Further fee indicated to be charged	
19.	Date of depositing fees by petitioner as demanded by CPIO (indicate mode of depositing fee too)	
20.	Date of furnishing information	
21.	Time taken between (19) & (20) in days.	
	VI : <u>(1st appeal)</u>	
22.	Date of filing first appeal (along with name and designation of AA)	
23.	If first appeal not filed before designated AA, mention name and designation of the officer before whom the 1 st appeal filed u/s 19(1).	
24.	Date of transfer of appeal by the receiving officer to AA / mention name and designation (if applicable)	
25.	Date receipt of appeal by AA (give AA's name and designation)	
26.	Date of decision by AA (mention name of AA)	
27.	Date of communicating decision to appellant	

Ref. point No.8 above : Holder of information is an officer or functionary in Public Authority who has control over the information. (Under Section 2(j)).

Ref : point No.15 above : Please state whether purpose of transfer was to obtain information by the CPIO from the transferee or for the transferee to provide the information to the appellant directly.

Name & Signature of CPIO / AA