

Standard Operating Procedure for the First Appellate Authorities (FAA's)

1. As like the PIO Desk after login in the Public Authority account the FAA can click on the FAA desk for accept the online Appeal.
2. The FAA can see the First Appeal Case and then accept the same.
3. Once the FAA accept the appeal, it is shown in the List of Appeal Section under the menu bar of FAA DESK which shows as '**Sl no, Appeal Number, Appellant Name, Date of filing appeal, Subject Matter, Status, View, Action, Delete**'.
4. **After acceptance of First Appeal, FAAs are advised to wait for appeal fees by post, because the only mode of payment provision is through non-Judicial Court Stamp.**
5. **After hearing the case FAA may click on the Take Action & maintain the status of appeal.**
6. Once it will be accepted by the FAA it will listed out in the List of Appeal section.
7. In the list of appeal section, the FAA can take action on Appeals by disposing the Appeals of the Citizens.
8. Also, it is recommended here, that the Appeals which submitted by the citizen manually, the FAA needs to digitize the same in the Applications for Appeals menu in the RTI Portal.
9. Once the appeals will be digitized the System generated Appeal ID will communicate to the citizens for the further references.