

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Right to information Act, 2005 (Central Act 22 of 2005) – Preparation of Annual Report by the AP. Information Commission under Section 25 of the RTI Act, 2005 – Furnishing of Information by the public authorities – Revised formats – Prescribed – Orders Issued.

GENERAL ADMINISTRATION (COORDINATION.,GPM&AR) DEPARTMENT

G.O.Rt.No.6488

Dt.20-11-2006

Read the following:-

1. Govt. Circular Memo.No.15890/I&PR-II/A1/06-13,Dt.05.10.2006.
2. Govt. D.O. Lr.No. 74487/ Coordn. GPM&AR / 2006-6, Dt.17.10.2006.
3. Govt.D.O.Letter.No.62565/Coordn.,GPM&AR/2006-10,Dt:17- 10-2006
4. From A.P. Information Commission, OSD& Secy.(FAC) Lr.No.1160 / APIC /06,Dt.26.10.2006.

ORDER:

1. Under Section 25(1) of the RTI Act, 2005 the State Information Commission at the end of each year shall prepare a report on the implementation of the provisions of this Act.
2. Under Section 25(4) a copy of the report of State Information Commission shall be laid before the House of State Legislature.
3. Under Section 25(2) each Department shall, in relation to the Public Authorities within their jurisdiction, collect and provide information to the State Information Commission.
4. During the Secretaries Meeting and High Level Committee Meeting held on 11.10.2006, it was decided to furnish the information to the Commission for preparation of Annual Report by the Public Authorities/ Departments from 12th October, 2005 to 31.12.2006 by 31st January,2007 and also decided to rationalise the number of Registers and Reports while revising the existing proforma Registers and Reports already communicated to the Departments of Secretariat , through the reference 1st read above so as to enable them to prepare and furnish the requisite information expeditiously.

P.T.O

5. Accordingly, Government in supercession of the circular Memo first read above hereby prescribe the procedure as envisaged in the annexure-I and prescribe the revised proforma Registers-I & II and Proforma Reports A,B,C & D as Annexure – II & III to this order.

6. All the departments of Secretariat are directed to issue suitable instructions to all the Heads of Departments and Public authorities under their control to maintain Register-I & II at PIO level and 1st Appellate Authority level respectively. They shall also furnish the information in the prescribed proformas to the respective officers, while indicating the dates on which the reports should be submitted at each level so as to enable the AP Information Commission for preparation of Annual Report and placing the same before the State Legislature in the Budget Session, 2007, as per the time schedule.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**J. HARINARAYAN
CHIEF SECRETARY TO GOVERNMENT**

ANNEXURE – III
(Proforma – A)

REPORT TO BE PREPARED BY P.I.O AND TO SUBMIT TO DIST. OFFICER
CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I.ACT
PERIOD-----

NAME OF THE DEPARTMENT :

| Sl.No | Name & Address of the PIO | Total No.of applications pending as on end of the last Month | Total No. of Applications received during the Month | Total (Cols.3+4) | Total No. of Applications disposed during the Month | Total No.of Applications pending (Cols.5-6) | Out of cases Disposed shown in Col.6, Information furnished | Out of cases Disposed shown in Col.6, Deemed Refusals u/s 7(2) / 18(1) |
|-------|---------------------------|--|---|------------------|---|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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| Out of cases disposed shown in Col.No.(6), Cases rejected under Sections | | | | | | | | | | | | | | Amount of Total Application Fee and Charges collected for furnishing information | Any other information | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|----|----|--|-----------------------|-------|
| 6 | 8(1)(a) | 8(1)(b) | 8(1)(c) | 8(1)(d) | 8(1)(e) | 8(1)(f) | 8(1)(g) | 8(1)(h) | 8(1)(i) | 8(1)(j) | 9 | 11 | 24 | | | other |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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SIGNATURE :
NAME OF THE OFFICER:
DESIGNATION:
TELEPHONE No:

- Note :1. This consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.
2. Each District Officer will collect information form from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.
3. Each HOD will collect information from their District Level Officers, Zonal / Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.
4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to Andhra Pradesh Information Commission.

ANNEXURE – III
(Proforma – B)

REPORT TO BE PREPARED BY DISTRICT OFFICER AND TO SUBMIT TO H.O.D
CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I.ACT
PERIOD-----

NAME OF THE DEPARTMENT :

| Sl.No | Name & Address of the PIO | Total No.of applications pending as on end of the last Month | Total No. of Applications received during the Month | Total (Cols.3+4) | Total No. of Applications disposed during the Month | Total No.of Applications pending (Cols.5-Col.6) | Out of cases Disposed shown in Col.6, Information furnished | Out of cases Disposed shown in Col.6, Deemed Refusals u/s 7(2) / 18(1) |
|-------|---------------------------|--|---|------------------|---|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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| Out of cases disposed shown in Col.No.(6), Cases rejected under Sections | | | | | | | | | | | | | | Amount of Total Application Fee and Charges collected for furnishing information | Any other information | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|----|----|--|-----------------------|-------|
| 6 | 8(1)(a) | 8(1)(b) | 8(1)(c) | 8(1)(d) | 8(1)(e) | 8(1)(f) | 8(1)(g) | 8(1)(h) | 8(1)(i) | 8(1)(j) | 9 | 11 | 24 | | | other |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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SIGNATURE :
NAME OF THE OFFICER:
DESIGNATION:
TELEPHONE No:

Note :1. This consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.

2.Each District Officer will collect information form from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.

3.Each HOD will collect information from their District Level Officers, Zonal / Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.

4.Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to Andhra Pradesh Information Commission.

ANNEXURE – III (Proforma – C)**REPORT TO BE PREPARED AT H.O.D AND TO SUBMIT TO SECRETARIAT DEPT.**

CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I.ACT

PERIOD-----

DEPARTMENT :

| Sl.No | Name of the Districts & Regional / Zonal Offices & HOD | Total No.of PIOs in each District & Regional / Zonal &HOD | Total No. of Applications pending as on end of the last month | Total No.of Applications received during the month | Total(Cols.4+5) | Total No.of Applications Disposed during the month | Total No.of Applications pending (Cols.6-7) | Out of cases Disposed shown in Col.7, Information furnished | Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2) / 18(1) |
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| Out of cases disposed shown in Col.No.(7), Cases rejected under Sections | | | | | | | | | | | | | | Amount of Total Application Fee and Charges collected for furnishing information | Any other information | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|----|----|--|-----------------------|-------|
| 6 | 8(1)(a) | 8(1)(b) | 8(1)(c) | 8(1)(d) | 8(1)(e) | 8(1)(f) | 8(1)(g) | 8(1)(h) | 8(1)(i) | 8(1)(j) | 9 | 11 | 24 | | | other |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 25 | 26 |
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Note :1. This consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.

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3.Each HOD will collect information from their District Level Officers, Zonal / Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.

4.Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to Andhra Pradesh Information Commission.

ANNEXURE – III
(Proforma – D)

REPORT TO BE PREPARED BY SECRETARIAT DEPT. AND TO SUBMIT TO A.P.INFORMATION COMMISSION
CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I.ACT
PERIOD FROM ()

DEPARTMENT :

| Sl.No | Name of the HOD & Other Units | Total No.of PIOs in each HOD & other Units | Total No. of Applications pending as on end of the last month | Total No.of Applications received during the month | Total(Cols.4+5) | Total No.of Applications Disposed during the month | Total No.of Applications pending (Cols.6-7) | Out of cases Disposed shown in Col.7, Information furnished | Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2) / 18(1) |
|-------|-------------------------------|--|---|--|-----------------|--|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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| Out of cases disposed shown in Col.No.(7), Cases rejected under Sections | | | | | | | | | | | | | | Amount of Total Application Fee and Charges collected for furnishing information | Any other information | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----|----|----|--|-----------------------|-------|
| 6 | 8(1)(a) | 8(1)(b) | 8(1)(c) | 8(1)(d) | 8(1)(e) | 8(1)(f) | 8(1)(g) | 8(1)(h) | 8(1)(i) | 8(1)(j) | 9 | 11 | 24 | | | other |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 25 | 26 |
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SIGNATURE :
NAME OF THE OFFICER:
DESIGNATION:
TELEPHONE No:

