

**REPORT ON THE IMPLEMENTATION OF THE PROVISIONS OF THE RIGHT  
TO INFORMATION ACT, 2005 FOR THE YEAR 2021 - 2022**

---

**I. Particulars of Reporting Authority:**

1. Name of the office: \_\_\_\_\_
2. Level (*whether Secretariat, Directorate, District, etc.*) \_\_\_\_\_
3. Names of Public Sector Undertakings, Boards, Council etc. under the Office: \_\_\_\_\_
4. Names of NGOs assisted by the Department: \_\_\_\_\_
5. Website address of the Office: \_\_\_\_\_

**II. Implementations of Section 4 of the RTI Act, 2005:**

1. Whether information in the department/office has been made accessible to State Public Information Officer (SPIO) concerned as required by Sec. 4?
2. Whether all relevant facts relating to formulation of important policies have been published by the department/office as required under Sec. 4(1)(b)? Copy of the latest publication may please be attached.
3. Whether suo moto information has been provided to the public at regular intervals as required by Sec 4(2)?
4. Whether every information in the department/office has been widely disseminated with Website address of the office as required by Sec. 4(3)?
5. Whether all the records are catalogued and indexed by the office? If not, state the reasons as to why?

**III. Report on number of Public Authorities and Applications received:**

1. No. of DAAs in the office \_\_\_\_\_
2. No. of SPIOs in the office \_\_\_\_\_
3. No. of SAPIOs in the office \_\_\_\_\_
4. Applications received from within the State  
(excluding BPL applicants) \_\_\_\_\_
4. Applications received from outside the State  
(excluding BPL applicants) \_\_\_\_\_
5. Applications received from BPL applicants  
    a) within the State \_\_\_\_\_  
    b) outside the State \_\_\_\_\_
6. Total no. of RTI applications received during  
the year under report \_\_\_\_\_

**IV. Report on number of information furnished/denied, etc., First Appeal and Fees collected under RTI Act, 2005:**

1. No. of applications **transferred to** other departments \_\_\_\_\_
2. No. of applications received which has been **transferred from / by** other departments \_\_\_\_\_
3. No. of information **furnished** \_\_\_\_\_
4. No. of information **reject/denied** \_\_\_\_\_
5. No. of applications **under process** \_\_\_\_\_
6. No. of applications **withdrawn** by applicant \_\_\_\_\_
7. No. of applications **not collected** by applicant \_\_\_\_\_
8. No. of First Appeal received \_\_\_\_\_
9. No. of First Appeal disposed \_\_\_\_\_
10. Total amount of RTI application fees collected \_\_\_\_\_
11. Total amount collected for cost of providing information \_\_\_\_\_

**V. Details of existing DAAs, SPIOs and SAPIOs:**

| <b>Name, Designation, Contact No. (Landline &amp; Mobile) and Email Address of</b> |             |              |
|--|-------------|--------------|
| <b>DAA</b>   | <b>SPIO</b> | <b>SAPIO</b> |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |
|  |             |              |

\* Kindly include name and contact number of RTI Dealing Assistant \_\_\_\_\_

## IMPORTANT NOTES

1. All RTI applications received by the office whether it is from an applicant or from other SPIOs should be recorded/reported as RTI applications **received** in the office.
2. RTI applications received from an applicant and from another SPIO should be reflected in the report.
3. RTI applications transferred to other SPIOs **should not be reported as disposed**.
4. If, for any reason, fees are not collected for an RTI application, the reason should clearly be stated and included with the report.
5. If, for any reason, there are RTI applications **under process** during the year of reporting i.e. 2021 - 2022, the reasons as to why there are applications under process and the details of the pending RTI applications should be intimated to the Mizoram Information Commission.
6. RTI applications **should not be confused** with First Appeal cases.
7. Before submitting the report to the Mizoram Information Commission, each SPIO is informed to **re-check the report** for errors or inconsistencies.
8. In order to prevent duplication of RTI applications, when an SPIO is required to collect information from other offices under his/her department, **the SPIO is instructed to clearly state that he is collecting information and not forwarding the RTI application**.