

**REPORT ON THE IMPLEMENTATION OF THE PROVISIONS OF  
THE RIGHT TO INFORMATION ACT, 2005 FOR THE YEAR 2023 - 2024**

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**I) PARTICULARS OF THE REPORTING AUTHORITY:**

1. Name of the Office :

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2. Level (*whether Secretariat, Directorate, District, etc.*) :

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3. Website address of the Office:

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4. Whether DAA (s), SPIO (s) & SAPIO (s) are registered on Mizoram RTI Online?  
(*If not registered, state the reason as to why?*)

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5. Name and contact number of the dealing assistant?

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**II) IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005:**

1. Whether all the records are catalogued and indexed by the office as required by Section 4(1)(a)?
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)?
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 materials have been disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area as required by Section 4(4)?

*[Continued on page 2...]*

**III) REPORT ON THE NUMBER OF PUBLIC AUTHORITIES:**

- 1. No. of DAA (s) in the Office : \_\_\_\_\_
- 2. No. of SPIO (s) in the Office : \_\_\_\_\_
- 3. No. of SAPIO (s) in the Office : \_\_\_\_\_

**IV) REPORT ON THE NUMBER OF RTI APPLICATIONS RECEIVED:**

- 1. Number of applications received from within the State in writing, email, post, etc. : \_\_\_\_\_
- 2. Number of applications received from within the State via Mizoram RTI Online. : \_\_\_\_\_
- 3. Number of applications received from outside the State in writing, email, post, etc. : \_\_\_\_\_
- 4. Number of applications received from outside the State via Mizoram RTI Online. : \_\_\_\_\_
- 5. Total number of RTI application received during the year under report : \_\_\_\_\_

**V) REPORT ON THE NUMBER OF INFORMATION FURNISHED/DENIED ETC.  
FIRST APPEALS AND FEES COLLECTED:**

- 1. Number of information furnished : \_\_\_\_\_
- 2. Number of information rejected/denied : \_\_\_\_\_
- 3. Number of information not collected by applicant : \_\_\_\_\_
- 4. Number of application withdrawn by applicant : \_\_\_\_\_
- 5. Number of First Appeals received : \_\_\_\_\_
- 6. Number of First Appeals disposed : \_\_\_\_\_
- 7. Total amount of RTI application fee collected : \_\_\_\_\_
- 8. Total amount collected for cost of providing information : \_\_\_\_\_

*[Continued on page 3...]*

**VI) DETAILS OF CURRENT DAA(s), SPIO(s) & SAPIO (s):**

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

**IMPORTANT POINTS TO REMEMBER**

1. RTI application(s) transferred to other SPIO(s) should not be reported as received to prevent duplication.
2. RTI application(s) transferred to other SPIO(s) should not be reported as disposed.
3. RTI application(s) received from other SPIO(s) should be recorded as received and reported as received.
4. 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/she is collecting information and not forwarding the RTI application.
5. If, for any reason, there are RTI applications under process during the year of reporting i.e. 2022 - 2023, 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 carefully re-check the report for errors or inconsistencies.