



**MIZORAM INFORMATION COMMISSION
MINECO, KHATLA,
MIZORAM: AIZAWL**

No. F. 12013/1/2012 – MIC

Dated Aizawl, the 27th October 2025

OFFICE MEMORANDUM

Subject: Monthly report on RTI applications and First Appeals received and disposed of via Mizoram RTI Online and offline (manual).

In continuation of this Commission's Office Memorandum of even no. dated 31.08.2022 where public authorities under Government of Mizoram are instructed to submit monthly report on the number of RTI applications and First Appeals received and disposed of, it is observed that satisfactory compliance to the instructions has not been received till date.

2. Public authorities are expected to maintain comprehensive and up-to-date records of all Right to Information (RTI) applications and First Appeals received in respect of their respective offices as well as their subordinate offices. These records must include details of the number of applications and appeals received, processed, disposed of, and pending, for the relevant reporting period.

3. All public authorities shall compile this information and prepare a consolidated monthly report in the format prescribed by the Commission that is enclosed herewith. The consolidated report must be duly verified by the competent authority and submitted to the Mizoram Information Commission not later than the first week of each succeeding month.

4. All public authorities are also instructed to submit month-wise reports for the month of April 2025 to October 2025 latest by 7th November 2025.

5. Strict compliance with the instructions contained herein is mandatory. Any lapse, delay, or failure in furnishing the required monthly report within the stipulated time will be viewed seriously by the Commission.

This is issued with the instruction and approval of the Chief Information Commissioner, Mizoram Information Commission on 27.10.2025.

Enclo: As above

Sd/-

(LILY)

Secretary

Mizoram Information Commission

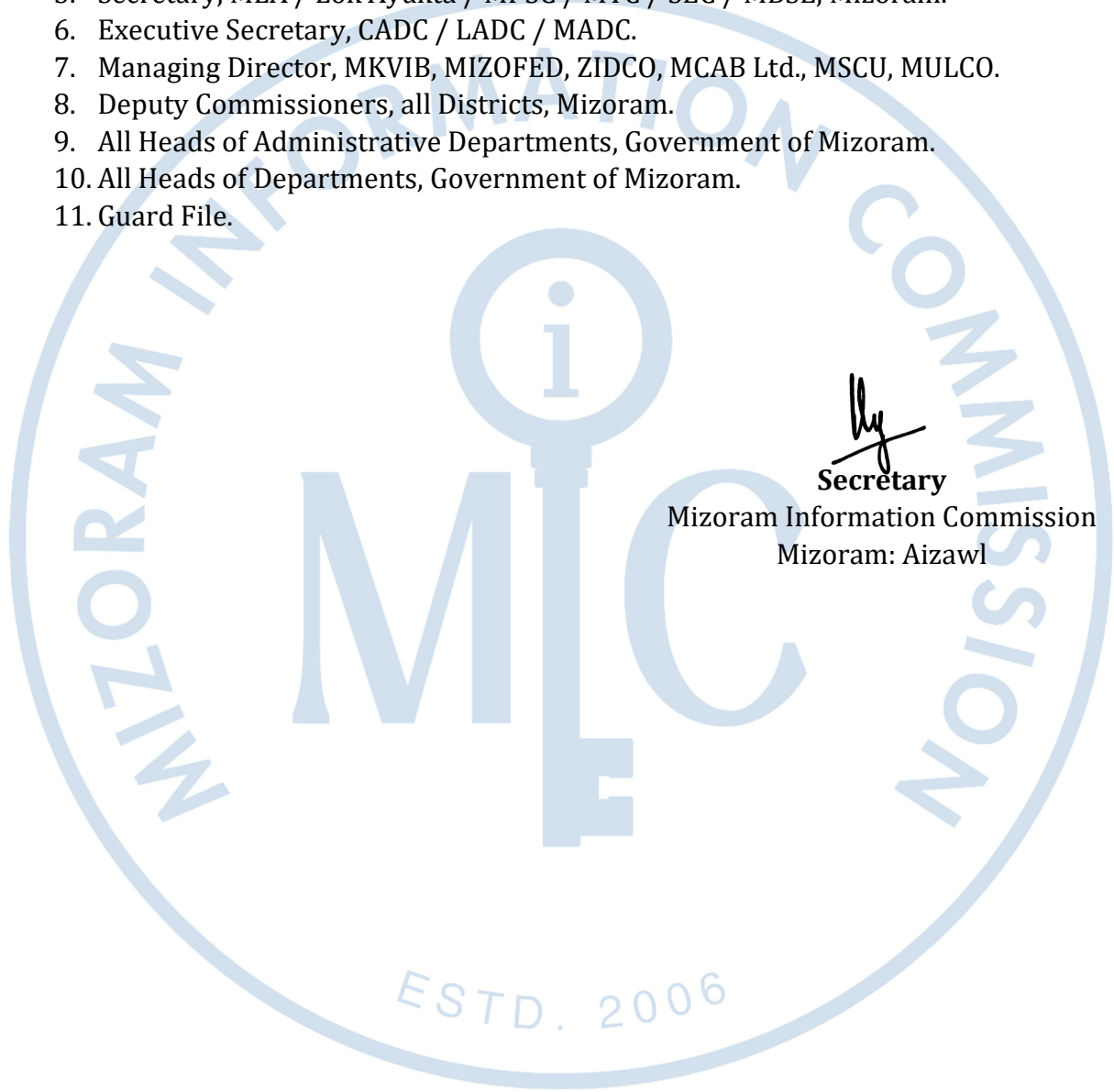
Mizoram: Aizawl

Copy to: -

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. Sr. P.P.S to Chief Secretary, Government of Mizoram.
4. All Principal Secretaries/Commissioners/Secretaries/Special Secretaries, Government of Mizoram.
5. Secretary, MLA / Lok Ayukta / MPSC / MYC / SEC / MBSE, Mizoram.
6. Executive Secretary, CADC / LADC / MADC.
7. Managing Director, MKVIB, MIZOFED, ZIDCO, MCAB Ltd., MSCU, MULCO.
8. Deputy Commissioners, all Districts, Mizoram.
9. All Heads of Administrative Departments, Government of Mizoram.
10. All Heads of Departments, Government of Mizoram.
11. Guard File.


Secretary

Mizoram Information Commission
Mizoram: Aizawl



**REPORT ON THE NUMBER OF CASES RECEIVED AND DISPOSED OF UNDER
THE RTI ACT, 2005 FOR THE MONTH OF _____**

Name of the office: _____

I. RTI APPLICATIONS RECEIVED:

in writing, post, e-mail etc.	disposed of	pending

from Mizoram RTI Online	disposed of	pending

II. FIRST APPEALS RECEIVED:

in writing, post, e-mail etc.	disposed of	pending

from Mizoram RTI Online	disposed of	pending

Signature of the Head of Department with Seal