

**REPORT ON THE IMPLEMENTATION OF THE PROVISIONS OF THE RIGHT
TO INFORMATION ACT, 2005 FOR THE YEAR 2020 - 2021**

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 No. of applications **withdrawn** by applicant _____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:

Name, Designation, Contact No. (Landline & Mobile) and Email Address of		
DAA	SPIO	SAPIO

* 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. 2020 - 2021, 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.