**REPORT ON THE IMPLEMENTATION OF THE PROVISIONS OF THE RIGHT TO INFORMATION ACT, 2005 FOR THE YEAR\_2017-2018.**

1. **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. Web address of the Office :

1. **IMPLEMENTATIONS OF SECTION 4 OF THE RTI ACT :** 
   1. Whether all the records are catalogued and indexed by the office? If not, reason as to why?
   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 as required by Sec. 4(3)?
   5. Whether information in the department/office has been made accessible to State Public Information Officer (SPIO) concerned as required by Sec. 4

**- 2 –**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No. of DAAs in the Office** | **No. of SPIOs in the Office** | **No. of SAPIOs in the Office** | **Applications received from within the State during the reported year** | **Applications received from outside the State during the reported year** | **Total Applications received during the reported year** | **Information furnished** | **Information Rejected/denied** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |

**IV. Report of number of information furnished/ denied etc, First Appeal, Second**

**Appeal and Complaints received/denied and Fees collected under RTI Act, 2005 :**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Transferred/Re-directed** | | **Under process** | **Withdrawn by applicant** | **Not collected by applicant** | **First Appeal** | | **Second Appeal** | | **Complaints** | | **Amount in Rs.** | | |
| **To** | **From** |  | **Received** | **Disposed** | **Received** | **Disposed** | **Received** | **Disposed** | **Application fees** | **Cost of providing information** | **Penalty** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Name & Contact No. (Landline & Mobile) and Email Address of** | | |
| **DAAs** | **SPIOs** | **SAPIOs** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |