

CHAPTER -5

SET OF PROFORMA

5.1 The Right to Information (RTI) Act 2005, under Section 25 indicates that Public Authorities will provide “Inputs” to GSIC required for the preparation of Annual Report on the Implementation of RTI Act in the State.

5.2 For this reason, every Department; Secretariat, Semi Government/Autonomous bodies, and Institutions of this State are required to compile information pertaining to their Department/Office and all its subordinate Offices in prescribed form.

After 9 years of RTI implementation, modified new proforma has been introduced and the old proforma discontinued. This is a dynamic process and the new proforma will help to monitor the working of the Department/ Semi Government/Autonomous bodies/Colleges/Institution in respect of RTI implementation.

The following are the new proforma designed by GSIC to meet the new requirements of monitoring towards fulfilling sec 4 of the Act. They are forms I-IA, II-II A, III-III A, IV-IV A, V, VI, VII.

5.3 The first input for Annual Report has to come from PIOs. Sometimes PIO are transferred and the Annual Returns are left unattended. Not all the staff in the Department /Office are aware of need of submission of the quarterly on annual report to the GSIC. At the end of the year many Department keep asking for the format of blank proforma. Many are late to submit their Annual Returns, The responsibility lies on PIO.

5.4 After 9 years, it is also time to discontinue the practice of quarterly reports. Henceforth PIO/FAA need to send only half yearly and Annual report.

The reports of Director and Secretary may be submitted on yearly basis.

The GSIC accordingly solicits the Annual Returns from all the Public Authorities in the new prescribed proforma in time, i.e by end of September for half yearly report and in the month of March for Annual Report.

5.5 The following are the new Performa prescribed for submission to GSIC to be submitted by 30th March of every year by concerned Public Authority as Annual Returns.

Performa No. I: - The details of RTI Applications received, disposed off related fees collected to be signed by PIO of the concerned Department/Offices.

Performa No. I A: - The details of RTI Appeal preferred to FAA/CIC and outcome of 1st and 2nd Appeal. Porforma No.1 and 1 A to be signed by PIO.

Performa No. II: - The appeals filed and disposed off by FAA under RTI Act . FAA to maintain Register for column No.7 and its details.

Performa No. II A: - Number of Penalty imposed and recovered from PIO. A proforma II and proforma II A to be signed by FAA.

Performa No. III: - Shows the list of the Public Authorities which have complied with the provisions of Section 4 (1) of the RTI Act, to be signed by Director (Public Authority) once in a year.

Performa No. III A: -The table shows the of Public Authority/ and its web address and no. of pages for RTI information whether complied with the provisions of Sec 4 (1) of the RTI Act to be signed by Secretary once in a year.

Performa No. IV: - Showing the list of Gazette Notifications for PIO's + APIO's and status of their Annual Returns to GSIC to be signed by Directors (Public Authorities) once in a year.

Performa No. IV A:-The table showing the list of all Departments and their PIO's etc in the Secretariat which is to be signed by Secretary Personnel.

Performa No. V : - Information pertaining of the appointment of First Appellate Authority names of the Department statement regarding the appointment of First Appellate Authority is to be signed by Director (Public Authority).

Performa No. VI : -The names of the Public Authorities which have maintained all records duly catalogued and index under Sec 4(1) (a).

Performa No. VII : - The training programme attended by of PIO's as per Sec 26 (1)