

5.6

PROFORMA PRESCRIBED FOR SUBMISSION TO SCIC								
PROFORMA-I								
Statement showing the details of RTI Application received, disposed off, related fees collected.								
Name of the Department	Name of the Public Authority	Names/designation of the PIO	No. of RTI Application received by PIO during calendar year	No. of application where information is provided within statutory period of 30 days	No. of application where information is rejected quoting the relevant provisions of the RTI Act	No. of application where no reply is communicated	Total Col (5+6+7)	Amount of charges collected u/s 7(3) towards the supply of information (in Rs.)
1	2	3	4	5	6	7	8	9

Signed by PIO

5.7

PROFORMA RESCRIBED FOR SUBMISSION TO SCIC

PROFORMA-I A

Statement showing the details of RTI appeals preferred to PIO/FAA outcome of 1st Appeal

Name of the Department	Name of the Public Authority	Names/ Designation of the PIO	No. of RTI Application received by PIO during calendar year	Names/ Designation of the FAA	No. of first appeals filed during the year	No. of appeals allowed by first appellate Authority	No. of FAA order complied with	Out of Col. No. 6 how many 2 nd appeal filed during the year	No. of 2 nd appeal direction received	No. of 2 nd appeal compiled
1	2	3	4	5	6	7	8	9	10	11

Signed by PIO

Note:-register to be maintained for col.No.6,7,8,9,10,11

5.8

PROFORMA-II (FAA's work)						
Statement showing the appeals filed and disposed off by the First Appellate Authority, under the RTI Act.						
Name of the Department	Name of the Public Authority	Names/Designation of the First Appellate Authority	No. of first appeals filed during calendar year	No. of appeals disposed off	No. of appeals where no decision is taken (pending)	No. of 2 nd Appeal notices received during calendar year
1	2	3	4	5	6	7

Signed by FAA

Note:- Register to be maintained for col.No.7

5.9

PROFORMA-II A					
Statement showing the penalty received charged and recovered from PIO					
Name of the Department	Name of the Public Authority	Names & Designation of Head of Department	No. of penalty orders received from GSIC during the calendar year	No. of penalty order where penalty is charged	No. of Penalty orders received from GSIC where penalty is recovered from PIO.
1	2	3	4	5	6

Signed by FAA

5.10

PROFORMA-III						
Statement showing the lists of the Public Authorities which have complied with the provisions of section 4(1) of the RTI ACT						
Name of the Department	Name of Director	Web address of Website	u/s 4, URL for main RTI page	Approx, No. of pages for RTI information u/s 4	Date of Last updation of the RTI information published u/s 4	Reasons for non compilation or no web pages for RTI
1	2	3	4	5	6	7

Director (Public Authority)

5.11

PROFORMA-III A						
Statement showing the lists of the Public Authorities which have complied with the provisions of section 4(1) of the RTI ACT						
Name of the Public Authority						
Name of the Department	Name of Secretary to Govt. Department	Web address of Website	u/s 4, URL for main RTI page	Approx, No. of pages for RTI information	Date of Last updation of the RTI information published u/s 4	Reasons for non compilation or no web pages for RTI
1	2	3	4	5	6	7

Secretary

5.12

PROFORMA-IV				
Statement showing the lists of Gazette notifications for PIO's + APIO's and status of their Annual Returns to SCIC.				
Name of the Department				
Name of the Director				
Sr.No	Designation of PIO's	Name of PIO's at present	Gazette notification if PIO name has changed during calendar year under report	Has the PIO filed of last annual returns to SCIC in time
1	2	3	4	5

To be signed by Director (Public Authority)

5.13

PROFORMA-IV A							
Statement showing the lists of all Departments and their PIO's etc in the Secretariat							
Name of the Public Authority							
Sr.No	Name of the Department	Name of the Secretary (Public Authority)	Designation of PIO	Name of PIO's	Gazette notification if PIO name has changed during calendar year under report	If vacant as on 01/01/2015	Has the PIO filed last annual Returns to SCIC in time
1	2	3	4	5	6	7	8

To be signed by Chief Secretary

5.14

PROFORMA-V			
Information pertaining of the appointment of First Appellate Authority names of the Department Statement regarding the appointment of First Appellate Authority			
Name of the Department:-			
Name of the Director			
Sr.No	Designation of the First Appellate Authority	Name of the First Appellate Authority	If vacant on 1/1/2015
1	2	3	4
1			

Director (Public Authority)

5.15

PROFORMA-VI				
Statement showing the names of the Public Authorities which have maintained all records duly catalogued and index [Section 4(1)]				
Name of the Department				
Sr.No	Designation PIO	Has PIO finished file indexing (apprx.80% or more)	Has FAA inspected during last 3 years	If yes give month/year
1	2	3	4	5
1				

To be signed by Director

5.16

PROFORMA-VII			
Statement showing the Programme of Training of PIO's [Section 26 (1)]			
Sr.No	No. of PIO's in the Secretariat	How many Trained during the year	How many remained untrained at the end of the year
1	2	3	4
1			

To be signed by Secretary Personal