

No. 8/F-10/07-RTI/989
Goa State Information Commission,
Shrama Shakti Bhavan,
Ground Floor, Patto Plaza,
Panaji – Goa.

Dated: 20/11/2009.

CIRCULAR

In terms of the provision of sub-section (1) of section 25 of the Right to Information Act, 2005 every Information Commission has to prepare a report on the implementation of the provision of the said Act after the end of each year and forward a copy thereof to the Government.

2. Further as per sub-section (2) of the said section 25 of the Act, each Ministry or Department shall in relation to the Public Authority within their jurisdiction collect and provide such information to the Commission, as is required to prepare the report under this section and comply with the requirement concerning the furnishing of the information and keeping of records for the purposes of this section.

3. It is therefore requested that every public authority of the State Government should send the necessary material of annual returns from January to December in the prescribed formats already circulated vide our Circular No. GSIC/C/F-10/2007-08/593 dated 18/09/2007 to its Administrative Secretary, soon after the end of each year i.e. 31st, December, so that the concerned Administrative Secretary shall consolidate the same

...2/-

and provide consolidated statement of the yearly return in the form of soft copy as well as hard copy to the Information Commission for preparation of report positively by 31st January.

4. This supercedes all previous Circulars in this regard of filing of quarterly return. This issues with the approval of the Commission.

Sd/-
(Pratap Singh Meena)
Secretary

Copy with compliments to:

1. The Chief Secretary,
Govt. of Goa Secretariat, Porvorim..... he is requested to issue suitable directions to all the public authorities through administrative Secretaries to make available information in the prescribed formats to the information Commission for preparation of Annual Report.
2. Administrative Secretaries to the Govt.
3. All Head of Departments
4. All Public Sector Undertakings / Autonomous Bodies
5. Copy to be sent on Commission's website.
6. Office copy.
7. Guard file.

