

No.GSIC/C/F-10/2007-  
08/ 593  
Goa State Information  
Commission  
Shrama Shakti Bhavan,  
Patto Plaza, Ground floor,  
Panaji – Goa.

Dated: 18/09/2007.

## 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 provisions 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. All the Secretaries to the Government are therefore, requested to direct the Heads of the Departments under their control to collect the information for the quarter ending 30 June, 30 September, 31 December 2007 and 31 March 2008 from the Public Authorities within their jurisdiction including P.S.U. etc. as per the following proformae (specimen enclosed herewith) and after compiling the information, the same to be forwarded to the Commission through their Administrative Secretary on or before 20<sup>th</sup> day of the succeeding month of every quarter along with the CDs/floppy.

- 1) Proforma-I: Information pertaining to the application received, disposed off by the P.I.Os.
- 2) Proforma –II: Information relating to the appeals, filed and disposed off by the First Appellate Authority.
- 3) Proforma- III: Information pertaining to the Compilation and publication of information as required by Section 4(1) (b) of the Act.
- 4) Proforma –IV: Information pertaining to the designation of Public Information Officers and Assistant Public Information Officers and
- 5) Proforma-V: Information pertaining to the appointment of the First Appellate Authority under Section 19 of the Act.

- 6) Proforma -VI: Statement showing the names of the Public Authorities which have maintained all record duly catalogued and indexed (section 4 (1) (a))
- 7) Proforma -VII:- Statement showing the number of officers trained (section 26(1)(d))

This supercedes all previous circulars in this regards.

**Pratap Singh Meena**  
**Secretary**

Encls as above

To,

- 1) All Secretaries to Government.
- 2) All Head of Departments.
- 3) Copy to be sent on the Commission's web-site





PROFORMA – II

Name of Department/Office:-

Statement showing the appeals filed and disposed off by the first Appellate Authority, under the RTI Act, for the quarter ending.

Sr. No.	Name of the Public Authority	Names/Designation of the first Appellate Authority	No. of appeals filed against deemed refusal	No. of appeals filed against rejection order	No. of appeals disposed off within statutory period	No of appeals disposed after the expiry of statutory period	No. of appeals where on decision is taken
1	2	3	4	5	6	7	

P R O F O R M A - III

Name of the Department/Office:-

Statement showing the list of the Public Authorities which have complied with the provisions of section 4(1) (b) of the RTI Act. For the quarter ending.

Sr. No.	Name of Public Authority	Whether all the details as required by section 4 (1) (b) are contained in the manual	Actual date of compilation and publication of information	Whether the information still not compiled and published	Reasons for non compilation and publication of the information	Web site if any
1	2	3	4	5	6	7

P R O F O R M A – I V

Names of the Department: -

Statement showing the list of Public Authorities which designated as PIOs/APIOs. For the quarter ending.

Sr. No.	Name of Public Authority	Number and date of notification Designating PIO	Number and date of notification designating APIOs	Number, series and date of the official Gazette in which notification is published	Reasons for not designating the PIOs within statutory period of 100days.
1	2	3	4	5	6

P R O F O R M A – V

Name of the Department/Office:-

Information pertaining to the appointment of first Appellate Authority  
for the quarter ending:-

Sr. No.	Name of Public Authority	Name and Designation of the first Appellate authority	Number and date of Government Notification appointing first Appellate Authority	Series, Number, and date of official Gazette in which the notification is published	Reasons for not appointing first Appellate Authority so far
1	2	3	4	5	6



P R O F O R M A – V I

**STATEMENT SHOWING THE NAMES OF THE PUBLIC AUTHORITIES WHICH HAVE MAINTAINED ALL RECORDS DULY CATALOGUED AND INDEXED (SECTION 4(1) (a))**

**Name of the Department:-**

Sr. No.	Name of the Public Authority	Period for which records are catalogued and indexed	Date on which catalogued and indexed	Website of Public Authority, if any
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**PROFORMA-VII**

**STATEMENT SHOWING THE NUMBER OF OFFICE TRAINED (SECTION 26(1) (d))**

**Name of the Department:-**

Sr. No.	Name of the Public Authority	No. of offices trained			Date of training	Name of institute which conducted training	Whether any training materials are provided
		Asst. Public Information Officer	Public Information Officer	First Appellate Authority			
1	2	3	4	5	6	7	8

No. GSIC/C/F.10/2007-08/725  
Goa State Information Commission,  
Shrama Shakti Bhavan,  
Ground floor, Patto Plaza,  
Panaji Goa.

Date: 22/10/2007.

**Read:- Circular No.GSIC/C/F-10/2007-08/593 dated: 18/09/2007**

**C I R C U L A R**

I am directed to invite your attention to the above mentioned circular and to state that some of the Departments are not sending the quarterly returns through their administrative Secretaries.

2. It is, therefore, once again requested that the Heads of Departments will send the consolidated returns from all the Public Information Officers of their Department to the concerned Administrative Secretary and the office of the Administrative Secretary will further consolidate the returns of all the Departments under their control and forward the same to the Commission.

3. The Heads of Departments while sending their returns to the Secretary concerned should mark the covering letter (without enclosure) to the Commission.

4. The Commission desires the information only from the Secretaries to Government. Consolidated information in respect of all departments under their control by 31<sup>st</sup> October 2007 in respect of I & II quarters and thereafter 15<sup>th</sup> January, 2008 and 15<sup>th</sup> April 2008 for III<sup>rd</sup> & IV<sup>th</sup> quarters respectively.

5. This issues with the approval of the Commission.

Pratap Singh Meena

Secretary

Copy to:-

- 1) All Secretaries to the Government.
- 2) All Heads of Departments
- 3) All P.S. U.S./Autonomous bodies.
- 4) Copy to be sent on Commission's website.
- 5) Office Copy.
- 6) Guard file