

STATE INFORMATION COMMISSION, HARYANA,
SCO NO. 70-71 (1st Floor), SECTOR 8-C, CHANDIGARH.
Telephone No. 0172-2726568, Fax No. 0172-2783834.
Email- ussichry@yahoo.co.in

No. 16492 SCIC/2017/EA-I dated 15/11/17.

To

1. All the Head of the Departments in the State of Haryana.
2. Commissioners of Ambala/Rohtak/Hisar and Gurgaon Divisions and all Deputy Commissioners in the State.
3. All the Managing Directors of Boards/Corporations/PSUS in the State of Haryana.
4. The Registrar, Punjab & Haryana, High Court, Chandigarh.
5. Secretary, Haryana Vidhan Sabha, Chandigarh.

Subject:-Preparation of 12th Annual Report of the State Information Commission, Haryana.

Sir/ Madam,

I have been directed to invite your attention to the provision made in Section 25 of the RTI Act, 2005 wherein it has been provided that the State Information Commission shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provision of this Act, during that year and forward a copy thereof to the appropriate Government.

To prepare the annual report each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the State Information Commission, as is required to prepare the report under this section and comply with requirements concerning the furnishing of that information and keeping of records for the purpose of this section.


Each report shall state in respect of the year to which the report relates,

- (a) The number of request made to each public authority;
- (b) The number of decision where applicants were not entitled to access to the documents pursuant to the request, the provisions were invoked;
- (c) The number of appeals referred to the State Information Commission, for review, the nature of the appeals and the outcome of the appeals,
- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
- (e) The amount of charges collect by each public authority under this Act;
- (f) Any fact which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
- (g) Recommendations for reforms, including recommendation in respect of the particular public authorities, for the development,

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improvement , modernisation, reforms or amendment to this Act or other legislation or common law or any other matter relevant for operationlising the right to access information.


Since, it is a statutory requirement, which has to be essentially completed as early as possible. Accordingly, you are directed to ensure that the enclosed proforma is circulated to all the public authorities/Govt. Aided Organizations working under your control/jurisdiction. They may be asked to collect the information for the period from 1.1.2017 to 31.12.2017 and supply it to you latest by 5.1.2018 positively. The said information for all the Public Authorities working under your control may be consolidated and sent to the Commission, as per at Annexure "A" latest by 12.1.2018 positively.


for Registrar,
State Information Commission,
Haryana

Endst. No. SCIC/2017/EA-I dated


A copy is forwarded to all the Administrative Secretaries to Government of Haryana, for information and necessary action. They are requested to ensure that information with respect to all the pubic authorities covered under the RTI Act working under their control is collected and sent to the Commission by the due date.

Besides, information in respect of their own department, at the Government level, may also be prepared and sent to the Commission within the above said time schedule.


for Registrar,
State Information Commission,
Haryana

Endst. No. SCIC/2017/EA-I dated

A copy is forwarded to the Chief Secretary (in AR branch) for information and necessary action. He is requested to follow up this matter with the concerned Administrative Secretaries under intimation to the Commission.


for Registrar,
State Information Commission,
Haryana

Annexure A

Register of requests for information to & disposal of requests under RTI Act, 2005.

w.e.f. 01.01.2017 to 31.12.2017

Sr. No.	Name of Public Authority	Number of requests received	Number of requests rejected (reasons in brief) as per provisions of the Act	Number of complaints/appeals referred to the State Information Commission	Particulars of any disciplinary action taken against any official on account of violation of RTI Act.		The amount of charges collected		Factual report of the efforts made by the Public Authorities to administer and implement the spirit and intention of this Act.	Recommendations, if any, received for the development/improvement/modernization/reform or amendment to this Act or other legislation or common law or any other matter relevant to RTI Act and action taken thereon.
					(a)	(b)	(a)	(b)		
	1	2	3	4	5	6	7			
			(a)	(b)	(a)	(b)	(a)	(b)		
			u/s 8	u/s 9	On the recommendation of the Commission	Otherwise	Application charges u/s 6(1)	Documentation charges u/s 7(3)		