

## **GOVERNMENT OF ANDHRA PRADESH**

### **ABSTRACT**

Right to information Act,2005 (Central Act 22 of 2005) – Preparation of Annual Report by the AP. Information Commission under Section 25 of the RTI Act,2005 – Furnishing of Information by the public authorities – Revised formats – Prescribed – Orders Issued.

---

### **GENERAL ADMINISTRATION (COORDINATION.,GPM&AR) DEPARTMENT**

**G.O.Rt.No.6488**

**Dt.20–11-2006**

#### **Read the following:-**

- 1.Govt. Circular Memo.No.15890/I&PR-II/A1/06-13,Dt.05.10.2006.
- 2.Govt. D.O. Lr.No. 74487/ Coordin. GPM&AR / 2006-6, Dt.17.10.2006.
- 3.Govt.D.O.Letter.No.62565/Coordn.,GPM&AR/2006-10,Dt:17- 10-2006
- 4.From A.P.Information Commission, OSD& Secy.(FAC) Lr.No.1160 / APIC /06,Dt.26.10.2006.

\*\*\*\*\*

#### **ORDER:**

1. Under Section 25(1) of the RTI Act, 2005 the State Information Commission at the end of each year shall prepare a report on the implementation of the provisions of this Act.
2. Under Section 25(4) a copy of the report of State Information Commission shall be laid before the House of State Legislature.
3. Under Section 25(2) each Department shall, in relation to the Public Authorities within their jurisdiction, collect and provide information to the State Information Commission.
4. During the Secretaries Meeting and High Level Committee Meeting held on 11.10.2006, it was decided to furnish the information to the Commission for preparation of Annual Report by the Public Authorities/ Departments from 12<sup>th</sup> October, 2005 to 31.12.2006 by 31<sup>st</sup> Janauary,2007 and also decided to rationalise the number of Registers and Reports while revising the existing proforma Registers and Reports already communicated to the Departments of Secretariat , through the reference 1<sup>st</sup> read above so as to enable them to prepare and furnish the requisite information expeditiously.
5. Accordingly, Government in supercession of the circular Memo first read above hereby prescribe the procedure as envisaged in the annexure-I and prescribe the revised proforma Registers-I & II and Proforma Reports A,B,C & D as Annexure – II & III to this order.

**P.T.O**

6. All the departments of Secretariat are directed to issue suitable instructions to all the Heads of Departments and Public authorities under their control to maintain Register-I & II at PIO level and 1<sup>st</sup> Appellate Authority level respectively. They shall also furnish the information in the prescribed proformas to the respective officers, while indicating the dates on which the reports should be submitted at each level so as to enable the AP Information Commission for preparation of Annual Report and placing the same before the State Legislature in the Budget Session,2007, as per the time schedule.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J. HARINARAYAN  
CHIEF SECRETARY TO GOVERNMENT**

To  
All Departments of Secretariat(10 Copies)  
All Spl.C.Ss/Prl.Secys./Secys. to Govt.,

**Copy to:**

All the Heads of Departments,  
All the District Collectors,  
The Secretary, A.P. Information Commission,  
HACA Bhavan, Nampally, Hyderabad.

**//FORWARDED :: BY ORDER//**

**Assistant Secretary to Government**

## **ANNEXURE-I**

### **REGISTER-I**

Each PIO shall maintain Register-I for recording status of requests received from persons seeking information u/s 6(1) of the RTI Act. It should also contain the number of requests received, disposed, rejected and pending along with the amount collected towards application fee and charges for providing information etc., (proforma enclosed)

### **REGISTER-II**

Each 1<sup>st</sup> Appellate Authority shall maintain Register-II for recording status of appeals filed before him with regard to the date of receipt, the PIO against whose decision appeal was filed and their disposals by the first appellate authority etc., (proforma enclosed)

### **PROFORMA REPORT:**

For the preparation of Annual Report, the information has to be collected from State Public Information Officers (PIOs) at the field level and transmit upto Secretariat Level. In order to facilitate, the collection and transmission of information four stages have been identified as shown below and a common proforma for furnishing information at all stages has been prescribed:

- (1) State Public Information Officer (PIO) : **(Proforma – A)**
- (2) District Officer (DO) : **(Proforma – B)**
- (3) Head of the Department (HOD) : **(Proforma – C)**
- (4) Secretariat Department : **(Proforma – D)**

#### **1. STATE PUBLIC INFORMATION OFFICER :**

Each State Public Information Officer (PIO) shall prepare information in the **Proforma - A** (Proforma enclosed), from the particulars maintained in the Register-I and submit to District Officer of his Department at the end of each month.

## **2. DISTRICT OFFICER :**

Each District Officer shall collect information from all the PIOs working under his control and consolidate the information of the District in the **Proformas – B** (enclosed) after including his own office information and submit to the Head of the Department (HOD). The PIOs of Zonal/ Regional Offices located in the District shall submit their reports directly to their respective Heads of the Department and they need not be included in the District information.

## **3. HEAD OF THE DEPARTMENT :**

Each Head of the Department will collect the information from all the District Officers of all Districts and Zonal/Regional Offices and prepare a consolidated statement after including his Dept.'s information in the **Proforma - C** (enclosed) and submit to the concerned Secretariat Department.

## **4. SECRETARIAT DEPARTMENT :**

Each Secretariat Department will collect the information from all the Heads of Departments and other units under their control, such as Universities, Corporations etc., and prepare a consolidated statement in the **Proforma - D** (enclosed) including the information of the Secretariat Dept. and submit to Andhra Pradesh Information Commission(APIC). Autonomous Bodies like Corporations, Commissions, Universities etc. shall directly submit their information of their PIOs' to the respective Secretariat Department.

The following schedule has been prescribed for obtaining/collecting information by the Departments of the Secretariat and submit to the Andhra Pradesh Information Commission.

<b><u>REPORT FOR THE PERIOD</u></b>	<b><u>Last Date For Submission</u></b>
12 <sup>th</sup> October,2005 to 31 <sup>st</sup> Ocotber,2006	21.11.2006
November,2006	21.12.2006
December,2006	31.01.2007

## **PROFORMA**

## **ANNEXURE-II**

## **REGISTER-I**

Register of Applications received and disposed of under RTI Act by the Public Information Officer  
(Maintained by P.I.O)

## **PROFORMA**

## REGISTER-II

## Register of First Appeals maintained by the 1<sup>st</sup> Appellate Authority

**ANNEXURE-III (Proforma-A)****REPORT TO BE PREPARED BY P.I.O AND TO SUBMIT TO DIST. OFFICER****CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****NAME OF THE DEPARTMENT:**

S. N o	Name & Address of the PIO	Total No. of applications pending as on end of the last Quarter	Total No. of Applications received during the Quarter	Total (Cols. 3+4)	Total No. of Applications Disposed during the Quarter	Total No. of Applications pending (Cols. 5 - 6)	Out of cases Disposed shown in Col.6, Information furnished	Out of cases Disposed shown in Col.6, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)( c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

**SIGNATURE :****NAME OF THE OFFICER:****DESIGNATION:****TELEPHONE NO.:**

Note:1.This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.

2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.
3. Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.
4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**ANNEXURE-III(Proforma-B)****REPORT TO BE PREPARED BY DISTRICT OFFICER AND TO SUBMIT TO H.O.D.****CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****NAME OF THE DEPARTMENT:**

S. N o	Name & Address of the PIO	Total No. of applications pending as on end of the last Quarter	Total No. of Applications received during the Quarter	Total (Col. 3+ Col.4)	Total No. of Applications Disposed during the Quarter	Total No. of Applications pending (Col.5-Col.6)	Out of cases Disposed shown in Col.6, Information furnished	Out of cases Disposed shown in Col.6, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections															Amount of Total Application Fee and Charges collected for furnishing information	Any other information
6	8(1)(a)	8(1)(b)	8(1)( c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

**SIGNATURE :****NAME OF THE OFFICER:****DESIGNATION:****TELEPHONE NO.:**

Note:1.This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.

2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.

3. Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.

4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**ANNEXURE-III(Proforma-C)****REPORT TO BE PREPARED AT H.O.D. AND TO SUBMIT TO SECRETARIAT DEPT.****CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****DEPARTMENT:**

S. N o	Name of the Districts & Regional / Zonal Offices & HOD	Total No. of PIOs in each District & Regional/ Zonal & HOD	Total No. of applications pending as on end of the last Quarter	Total No. of Applications received during the Quarter	Total (Cols. 4+ 5)	Total No. of Applications Disposed during the Quarter	Total No. of Applications pending (Cols. 6 – 7)	Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2) / 18(1)	Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9	10

Out of cases disposed shown in Col.No.(7), Cases rejected under Sections															Amount of Total Application Fee and Charges collected for furnishing information	Any other information
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

**SIGNATURE :**  
**NAME OF THE OFFICER:**  
**DESIGNATION:**  
**TELEPHONE NO.:**

Note:1.This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.

2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.
3. Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.
4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**ANNEXURE-III(Proforma-D)****REPORT TO BE PREPARED BY SECRETARIAT DEPT. AND TO SUBMIT TO A.P.INFORMATION COMMISSION.****CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****DEPARTMENT:**

S. N o	Name of the HOD & other Units	Total No. of PIOs in each HOD & other units	Total No. of applications pending as on 31 <sup>st</sup> Dec, 2006	Total No. of Applications received during 1 <sup>st</sup> Jan 2007 to 31 <sup>st</sup> Dec, 2007	Total (Cols. 4+ 5)	Total No. of Applications Disposed during 1 <sup>st</sup> Jan 2007 to 31 <sup>st</sup> Dec, 2007	Total No. of Applications pending (Cols. 6 -7)	Out of cases Disposed shown in Col.7, Information furnished	Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9	10

Out of cases disposed shown in Col.No.(7), Cases rejected under Sections															Amount of Total Application Fee and Charges collected for furnishing information	Any other information
6	8(1)(a)	8(1)(b)	8(1)( c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

**SIGNATURE :****NAME OF THE OFFICER:****DESIGNATION:****TELEPHONE NO.:**

Note:1. This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.

2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.

3. Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.

4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**Proforma-E****REPORT TO BE PREPARED BY 1<sup>ST</sup> APPELLATE AUTHORITY AND TO SUBMIT TO DIST. OFFICER****CONSOLIDATED STATEMENT ON THE 1<sup>ST</sup> APPEALS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****NAME OF THE DEPARTMENT:**

S.No	Name & Address of the 1 <sup>st</sup> Appellate Authority	Total No. of 1 <sup>st</sup> appeals pending as on end of the last Quarter	Total No. of 1 <sup>st</sup> appeals received during the Quarter	Total (Cols. 3+4)	Total No. of 1 <sup>st</sup> appeals Disposed during the Quarter	Total No. of 1 <sup>st</sup> appeals pending (Cols. 5 - 6)	Out of cases Disposed shown in Col.6, Information furnished
1	2	3	4	5	6	7	8

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Suggestions if any	
6	8(1)(a)	8(1)(b)	8(1)( c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

**SIGNATURE :****NAME OF THE OFFICER:****DESIGNATION:****TELEPHONE NO.:**

Note: This Consolidated report to be prepared at the level of 1<sup>st</sup> Appellate Authority and to submit to District Officer of his Department.

**Proforma-F****REPORT TO BE PREPARED BY DISTRICT OFFICER AND TO SUBMIT TO H.O.D.**

**CONSOLIDATED STATEMENT ON THE 1<sup>ST</sup> APPEALS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD**

**NAME OF THE DEPARTMENT:**

S.No	Name & Address of the 1 <sup>st</sup> Appellate Authority	Total No. of 1 <sup>st</sup> appeals pending as on end of the last Quarter	Total No. of 1 <sup>st</sup> appeals received during the Quarter	Total (Cols. 3+4)	Total No. of 1 <sup>st</sup> appeals Disposed during the Quarter	Total No. of 1 <sup>st</sup> appeals pending (Cols. 5 - 6)	Out of cases Disposed shown in Col.6, Information furnished
1	2	3	4	5	6	7	8

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Suggestions if any	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

**SIGNATURE :**

**NAME OF THE OFFICER:**

**DESIGNATION:**

**TELEPHONE NO.:**

Note: Each District Officer will collect information from the 1<sup>st</sup> Appellate Authority under their control and prepare a consolidated statement including the details of the 1<sup>st</sup> Appellate Authority of the District Office from submission to the HOD

**Proforma-G****REPORT TO BE PREPARED AT H.O.D. AND TO SUBMIT TO SECRETARIAT**

**CONSOLIDATED STATEMENT ON THE 1<sup>ST</sup> APPEALS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_**

**NAME OF THE DEPARTMENT:**

S.No	Name & Address of the 1 <sup>st</sup> Appellate Authority	Total No. of 1 <sup>st</sup> appeals pending as on end of the last Quarter	Total No. of 1 <sup>st</sup> appeals received during the Quarter	Total (Cols. 3+4)	Total No. of 1 <sup>st</sup> appeals Disposed during the Quarter	Total No. of 1 <sup>st</sup> appeals pending (Cols. 5 - 6)	Out of cases Disposed shown in Col.6, Information furnished
1	2	3	4	5	6	7	8

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Suggestions if any	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

**SIGNATURE :****NAME OF THE OFFICER:****DESIGNATION:****TELEPHONE NO.:**

Note: Each HOD will collect information from the their District Level Officers, Zonal/ Regional Offices if any, under their control and prepare a consolidated statement including information of 1<sup>st</sup> Appellate Authority of the Office of the HOD and submit to the Secretariat Department concerned.

**Proforma-H****REPORT TO BE PREPARED BY SECRETARIAT DEPT. AND TO SUBMIT TO A.P.INFORMATION COMMISSION.****CONSOLIDATED STATEMENT ON THE 1<sup>ST</sup> APPEALS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****NAME OF THE DEPARTMENT:**

S.No	Name & Address of the 1 <sup>st</sup> Appellate Authority	Total No. of 1 <sup>st</sup> appeals pending as on end of the last Quarter	Total No. of 1 <sup>st</sup> appeals received during the Quarter	Total (Cols. 3+4)	Total No. of 1 <sup>st</sup> appeals Disposed during the Quarter	Total No. of 1 <sup>st</sup> appeals pending (Cols. 5 - 6)	Out of cases Disposed shown in Col.6, Information furnished
1	2	3	4	5	6	7	8

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Suggestions if any	
6	8(1)(a)	8(1)(b)	8(1)( c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

**SIGNATURE :****NAME OF THE OFFICER:****DESIGNATION:****TELEPHONE NO.:**

Note: Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including that of the 1<sup>st</sup> Appellate Authority of the Secretariat Department and furnish the same to the Andhra Pradesh Information Commission.