

IMMEDIATE / TIME BOUND

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI – 2.
<http://ar.delhigovt.nic.in>**

No.F.13/ 2 /2009-AR/1278-1437/C

Dated: 02-02-2009

To

1. All Principal Secretaries / Secretaries, GNCT of Delhi
2. All HODs of GNCT of Delhi
3. All HODs of all PSUs / Autonomous Bodies / Local Bodies / Institutes under Govt. Of Delhi

Sub: Furnishing of Annual Report for 2008 – 09 under Section 25 of Right to Information Act, 2005 to the Central Information Commission.

Sir / Madam,

Section 25 of the Right to Information Act, 2005 makes it mandatory to submit a consolidated Annual Report, in the prescribed proforma, in respect of various details of RTI applications and First Appeals received and disposed of by all the Public Information Officers and First Appellate Authorities respectively of your organization, to the Central Information Commission, which will be laid before the Parliament.

The Annual Report for 2008-09 will become due on 31st March, 2009 and the consolidated information in respect of Delhi Government is to be provided to the Central Information Commission by April, 2009.

It is requested that the **consolidated Annual Report for 2008–09** (for the period 01.4.2008 to 31.3.2009), in the prescribed proforma (Overleaf), in respect of all RTI applications and First Appeals received and disposed of by all the Public Information Officers and First Appellate Authorities of your Department / Organization may be sent to this office **latest by 15.4.2009**, for onward transmission to Central Information Commission after compilation. The Departments who fail to submit the Annual Returns, complete in all respects, by the scheduled date will be themselves responsible for the delay. **The Head of the Department should personally ensure the authenticity and timely submission of the Annual Report.**

It is further requested that suggestions for amending RTI Act and Rules may also be sent along with the Annual Report. You may also like to submit the best practices and success stories in the matter of implementation of RTI Act, 2005 in respect of your Department / Organization.

For clarifications, if any, Shri Naresh Kumar, Assistant Director (AR), may be contacted on Telephone number 23392421.

Proforma (Overleaf)

Yours faithfully,

**Sd/-
(G.S. PATNAIK)
PRINCIPAL SECRETARY (AR)
Tel: 23392061**

RIGHT TO INFORMATION ACT – 2005

CONSOLIDATED INFORMATION FOR ANNUAL REPORT 2008–09 OF
CENTRAL INFORMATION COMMISSION u/s 25 OF RTI ACT, 2005

(FOR THE PERIOD 01.4.2008 TO 31.3.2009)

Name of the Deptt / Organization :

No. of APIOs designated :

No. of PIOs designated :

No. of First Appellate Authorities designated:

	Opening Balance as on 1.4.2008	Received during the year (incl. Cases transferred to other Public Authorities)	No. of cases transferred to other Public Authorities	Decisions where requests / Appeals rejected	Decisions where Requests / Appeals accepted	No. of cases where disciplinary action taken against any officer
Requests						
First Appeals			xxxxx			

Number of times various provisions were invoked while rejecting requests

Relevant sections of the RTI Act, 2005													
Section 8(1)										Sections			
a	b	c	d	e	f	g	h	i	j	9	11	24	Others

Amount Collected (in Rs.)

Application Fee	Addl. Fee and any other charges	Penalties Amount*

*Details to be provided with copy of orders of CIC

Signature
Name & Designation of the Officer
Telephone Number: