

संख्या:शिक्षा-यू (जी-1) आरटीआई/- 190  
कार्यालय पीआईओ एंवम उप शिक्षा निदेशक उच्चतर  
ऊना जिला ऊना (हि0प्र0)

दिनांक ऊना 21 मई 2020

सेवा में

समस्त प्रधानाचार्य/मुख्याध्यापक  
रा0व0मा0पा0/उच्च पाठशालाएं  
जिला ऊना (हि0प्र0)

विषय:-

आरटीआई के अन्तर्गत वार्षिक रिपोर्ट 1-4-19 से 31-3-2020 तक भेजने बारे

ज्ञापन,

उपरोक्त विषय पर शिक्षा निदेशक उच्चतर हि0प्र0 शिमला के पत्र संख्या ईडीएन-एच (16) बी (15) आरटीआई -01/वार्षिक रिपोर्ट (आरटीआई) दिनांक 20-3-2020 के सन्दर्भ में इस कार्यालय को प्राप्त हुआ है । इसलिए आपको प्रपत्र ए व बी भेजकर निर्देश दिए जाते हैं, कि सूचना केवल प्रपत्र ए व बी पर भरकर दिनांक 23-5-2020 तक इस कार्यालय को भेजे । ताकि सूचना समेकित करके शिक्षा निदेशक उच्चतर हिमाचल प्रदेश शिमला को भेजी जा सके ।

इसे अति आवश्यक समझा जाए ।

NRG

शिक्षा उप-निदेशक उच्चतर  
ऊना जिला ऊना (हि0प्र0)  
दूरभाष संख्या 01975 223850

संलग्न:- 02

**Most Urgent/Time Bound**  
**RTI Matter**

No. EDN-HE(16)B(15)RTI-01/Annual Report (RTI)-2019-20  
Directorate of Higher Education  
Himachal Pradesh, Shimla-171001.

E-mail: [rtibr@rediffmail.com](mailto:rtibr@rediffmail.com), 0177-2653386 (Ext.-236)

Dated, Shimla- 171001 the 20<sup>th</sup> March, 2020.

20 MAR 2020

To

1. All the PIOs-cum-Principals of Govt. Colleges in H.P.
2. All the PIOs-cum-Principals of Govt. Sanskrit Colleges in H.P.
3. The PIO-cum-Principal, SCERT Solan, Distt. Solan, H.P.
4. The PIO-cum-Principal, GCTE Dharamshala, Distt. Kangra, H.P.
5. All the PIOs-cum-Deputy Directors of Higher Education in H.P. (Uma)
6. All the PIOs-cum-Librarians/ Asstt. Librarians (Central State Library Solan/State Library, The Mall Shimla/ Distt. & Tehsil Libraries) in H.P.

**Subject: - Regarding submission of Annual Report of RTI for the Year 2019-20 (w.e.f. 1<sup>st</sup> April 2019 to 31<sup>st</sup> March, 2020) under RTI Act, 2005.**

As you all well aware that Annual Report of RTI is submitted every year to the State Information Commission, Himachal Pradesh, Shimla as well as to the Pr. Secretary (Education) to the Govt. of Himachal Pradesh, Shimla as per Section 25(2) & (3) of the RTI Act, 2005.

In this connection, you are requested to compile the data of RTI Applications, Appeals received & disposed off, RTI Fee/Addl. Fee received in respect of your Institutions/Offices/Institutions under your control of your districts and send the RTI reports/consolidated reports for the year **2019-20 (w.e.f. 1<sup>st</sup> April 2019 to 31<sup>st</sup> March, 2020)** on the prescribed proformas (as attached Annex.-A & B) to this Directorate by **30<sup>th</sup> April, 2020** positively.

The information should be furnished through e-mail i.e. [rtibr@rediffmail.com](mailto:rtibr@rediffmail.com) and by post also so that the information could be submitted to the State Information Commission, Himachal Pradesh, Shimla as well as to the Pr. Secretary (Education) to the Govt. of Himachal Pradesh, Shimla accordingly.

**The following instructions of SIC, HP shall be followed strictly:**

1. The number of requests made to each public authority.
2. The number of decisions where applicants were not entitled to access to the documents pursuant to the requests the provisions of this act under which these decisions were made and the number of times such provisions were invoked.
3. The number of appeals referred to the State information Commission for review the matter of appeals and the outcome of appeals.

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4. Particulars of any disciplinary action taken against any office/official in respect of administration of this Act.
5. The amount of charges collected by each public authority.
6. Any facts which indicate any special effort etc. made by the public authority to administer and implement the act.

**Encls: As above (Proforma A & B)**



(Dr. Amarjeet K. Sharma)  
Public Authority-cum-  
Director of Higher Education  
Himachal Pradesh, Shimla.

Endst. No.: As above, dated, Shimla- 171001,

20<sup>th</sup> March, 2020

Copy to:

1. The Principal Secretary (Education) to the Govt. of Himachal Pradesh, H.P. Sectt., Shimla-2 for information, please.
2. The Secretary, State Information Commission, Himachal Pradesh, Keonthal Complex, Khalini, Shimla-2 for information, please.
3. All the PIOs-cum-Principals/Headmasters, Govt. Senior Secondary/High Schools in Himachal Pradesh for strict compliance and directed to submit the desired information of your Institutions **to the concerned Deputy Directors of Higher Education of your concerned districts on the prescribed Proformas (attached as annexure A & B) immediately.**
4. The Supdt., IT Cell, Directorate of Higher Education, Himachal Pradesh, Shimla with the direction to upload the letter on the departmental website.



Public Authority-cum-  
Director of Higher Education  
Himachal Pradesh, Shimla.

**PROFORMA FOR FURNISHING OF INFORMATION TO STATE INFORMATION COMMISSION FOR THE ANNUAL REPORT, AS ON MARCH, 2020**

Annexure-A

S. No.	Name of Public Authority under the Department	No. of RTI Applications received	No. of Applications in which information was provided	No. of Applications where requests were rejected					Appeals filed before the Authority			Appeals filed before the State Commission			No. of cases where disciplinary action was taken against any officer in respect of administration of this Act.	Amount of fee collected
				Total Number of applications where request were rejected	Sec 8	Sec 9	Sec 11	Sec 24	No. of appeals	App calls Accepted	App calls Rejected	No. of appeals	Appeals Accepted	Appeals Rejected		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
	<b>Total</b>															

**Note: Details of cases where requests have been rejected by the PIO should be the Annexure giving the reasons for such rejections.**

Signature with Stamp

**Annexure-B****PROFORMA FOR FURNISHING OF INFORMATION TO STATE INFORMATION COMMISSIONER HIMACHAL PRADESH FOR THE ANNUAL REPORT 2019-20.****(Under Section 25 of the Right to Information Act, 2005)As on 31-03-2020**

Sr. No.	Name of Department and Designation of Appellate Authority	Appeals filled before the Appellate Authority			No. of Appeals decided	No. of Appeal not considered
		No. of Appeals received	No. of Appeals Accepted	No. of Appeals Rejected		
1	2	3	4	5	6	7
1						
	<b>Total</b>					

**Note: Detail of all the appeals alongwith the date of decision should be enclosed.**

**Signature with stamp**