



Jammu and Kashmir Information Commission
(Constituted under Right to Information Act, 2009)
Old Assembly Complex, Srinagar, Fax No. 0194-2484269
Wazarat Road, Near D.C. Office, Jammu, Fax No.0191-2520947

The Financial Commissioner/Principal Secretary,
Commissioner-Secretary / Secretary to Government,
_____ Department,
J&K Civil Secretariat, Srinagar.

No: SIC-J/26/2010

Dated: 06/07/2011

Subject: Monitoring and Reporting on the implementation of RTI Act- Furnishing of Quarterly/Annual Return req.

Sir,

Kindly refer Commission letter of even No. dated 13.12.2010, 22.03.2011 and 13.05.2011 on the subject. The requisite information in a consolidated form for the period 4/2010 to 3/2011 (2010-11) has not been received so far. The Commission has, however, received information in a scattered manner from a few number of departments/offices which is not reflective of the period for which it is reported nor given as per prescribed format.

Since the implementation of RTI touches every Department/ Government Functionary at State/Divisional/District/Block level and therefore to facilitate smooth and regular collection and compilation of the information required under section 22 of the Act at all levels of administration, the Commission has decided that:

- a) each and every administrative department shall be the nodal department for collection of the desired information from the HODs/Public authorities subordinate to it;
- b) the HODs / Public authorities as referred in (a) above shall be responsible to submit to their respective administrative department information after collecting figures from all of their divisional/district/block/zonal level offices/functionaries, as the case may be, compiling the same and reflecting in a consolidated form in the prescribed format/proforma for the office/department as a whole;
- c) the information thus received by the Administrative Department shall be reflected by it in the prescribed proforma (copy enclosed) which has in-built detail of HODs/Public authorities under its administrative control and furnish the same to the Commission as per following periodicity:

Quarter	Due date for submission
1 st . (April to June) -	15 th of July
2 nd (July to Sept.) -	15 th of Oct.
3 rd (Oct. to Dec) -	15 th of Jan.
4 th (Jan. to March) -	15 th of April.

The consolidated information for year 2010-11 (4/10 to 3/11) under reference is however necessarily to be furnished to the Commission immediately for preparation of Annual Report u/s 22 of the Act.

K.T.O

- d) a nil report shall have necessarily to be furnished as part of the quarterly return by the department/office which may not have received any application during the period under reference.

To make the flow of information simple and easier, the prescribed format/proforma has been split in two parts, the **Part-I** shall directly reflect the numerical figures and **Part -II** to indicate comments/recommendations, if any.

Yours faithfully,

Sd/-

(M.A.Wani)

Deputy Secretary

J&K State Information Commission

Encls: Form-I & II

Copy to:

01. Advocate General, J&K, Srinagar.
02. Director General of Police, J&K Srinagar.
03. Commissioner of Vigilance, J&K Srinagar
- 03-A Financial Commissioner (R), J&K, Srinagar.
04. Principal Secretary to His Excellency the Governor, J&K
05. Principal Secretary to HCM.
06. Director, SKIMS, Soura Srinagar.
07. Divisional Commissioner, Kashmir/Jammu.
08. Registrar General, Hon'ble High Court of J&K, Srinagar
09. Director General, IMPA, J&K, Srinagar.
10. Secretary, J&K Public Service Commission, Srinagar
11. Secretary, Legislative Assembly, J&K Srinagar.
12. Secretary, Legislative Council, J&K Srinagar.
13. Secretary, SSRB, Srinagar.
14. Secretary, J&K SBOSE, Srinagar.
15. Registrar, University of Kashmir/Jammu/SKUAST/Islamic University/BGSB/SMVD
16. Secretary, J&K Board for Wakf and Waft Properties, Srinagar.
17. Secretary, Shri Mata Vashno Devi Shrine Board.
18. Principal Private Secretary to Chief Secretary
19. Pvt. Secy. to CIC for information of HCIC.
20. PA to Secy. SIC for information of Secretary.
21. Guard file/Website.

'2010 to 03.2011

Annual Return

Part - I
(Format-I)

Statement of information furnished by Public Authority under Section 22 (Monitoring & Reporting) of the J&K RTI Act, 2009.

(Quarterly/ Annual Return)

S.No.	Name of Deptt./PA	No. of requests received by each Public Authority during the period under report	No. of decisions where applicants were not entitled to access the documents pursuant to the requests, provisions of the Act under which these decisions were made and the number of times such provisions were invoked.	The No. of appeals referred to SIC for review, the nature of appeals & the outcome of appeals	Amount of charges collected by each Public Authority under this Act.

Part - II
(Format-II)

**(Use separate sheet for each department if needed for space)*

S.No.	Name of Deptt./PA	Details of disciplinary action taken against any officer in respect of adm. of this Act.	The details that indicates efforts made by the PA to administer & implement the spirit & intention of the Act.	Suitable suggestions for reform incl. those required for development, improvement, modernization, reform & amendment to the Act or other legislation or common law or any other matter relevant for operationalizing the right to access information