

(Most Urgent)

GOVERNMENT OF ODISHA
INFORMATION AND PUBLIC RELATIONS DEPARTMENT

File. No. IPR-RTI-RPT-0001-2025 / 7802 /IPR, BBSR, Dt. 08-05-2025

From

Sri Sanjay Kumar Singh, IAS

Principal Secretary to Govt.

To

**The Additional Chief Secretary to Govt/ Principal Secretary to Govt/
Commissioner-Cum-Secretary to Govt, of all Department.**

Sub: Preparation of Annual Report of Odisha Information Commission under section -
25(1) of the RTI Act-2005 for the year **2024-2025**.

Madam/Sir,

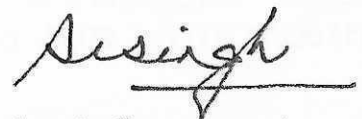
You may be aware that an *Annual Report on implementation of the provisions of RTI Act, 2005* is prepared and laid before the Odisha Legislative Assembly under Section-25 of the RTI Act, 2005 at the end of every year.

In this context, I would request you to provide consolidated information as *Annual Report* in respect of *your Department* as well as of all Sub-ordinate Offices under your administrative control in the prescribed format (**attached**) to this Department **by 30th June, 2025, positively** so as to enable us to prepare an error free compilation for publication of Annual Report, **2024-2025** by the Odisha Information Commission.

Further, it is requested to furnish a list of all Public Authorities (**From State to District Level**) under the administrative control of respective Departments for updating & integration into the RTI Portal of the State with a view to have effective implementation of RTI Act, 2005.

This may please be accorded as "**Top-Priority**".

Yours faithfully,



Principal Secretary to Government.

PTO

Memo No. 7863 /IPR., BBSR, Dated 08-05-2025

Copy forwarded to PIO (Nodal), O/o the Hon'ble Governor, Rajbhawan, Odisha, /PIO, O/o the Hon'ble Chief Minister, Odisha, / PIO (N), Orissa High Court, Odisha, Cuttack for information and necessary action.

[Signature]
Additional Director

Memo No. 7864 /IPR., BBSR, Dated 08-05-2025

Copy forwarded to all PIOs O/o the Hon'ble Minister (Cabinet/State) Odisha, Bhubaneswar for information and necessary action.

[Signature]
Additional Director

Memo No. 7865 /IPR Dated 08-05-2025

Copy forwarded to All Heads of Department/All Collector & District Magistrate / All Superintendent of Police/ All Public Sector Undertaking (PSU) for information & necessary action.

It is requested to furnish the required information for preparation of Annual Report to their respective Administrative Department under intimation to this Department.

[Signature]
Additional Director

Memo No. 7866 /IPR Dated 08-05-2025

Copy forwarded to Secretary, Odisha Information Commission, Block-B-1, Toshali Bhawan, Satyanagar, Bhubaneswar, Odisha- Pin-751007 for kind information of Odisha Information and necessary action.

[Signature]
Additional Director

Memo No. 7867 /IPR., BBSR, Dated 08-05-2025

Copy forwarded to Deputy Directors (SD/ND/CD)/All DI & PROs for information and necessary action.

They are requested to expedite the processes of submission of materials/information of all public authorities at District level to their respective administrative Department for preparation of Annual Report for the year 2024-2025 u/s 25 (1) of the RTI Act, 2005, considering their closing balance of the previous year.

[Signature]
Additional Director

PTO

Memo No. 7868 /IPR., BBSR, Dated 08-05-2025

Copy forwarded to RTI (PMU) Cell of I & PR Department for information and necessary action.

They are requested to expedite the processes of submission of materials/information of all public authorities for preparation of Annual Report for the year **2024-2025** u/s 25 (1) of the RTI Act, 2005, considering their closing balance of the previous year.

[Handwritten Signature]
Additional Director *hs*
8/5/25



