

(Most Urgent)

GOVERNMENT OF ODISHA  
INFORMATION AND PUBLIC RELATIONS DEPARTMENT

File. No. IPR-RTI-RPT-0003-2024 / 6352 /IPR, BBSR, Dt. 07-05-2024

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 Departments.**

Sub: Preparation of Annual Report of Odisha Information Commission under section - 25(1) of the RTI Act-2005 for the **year 2023-2024**.

Madam/Sir,

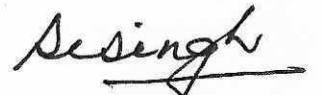
You may be aware that an Annual Report on implementation of the provisions of RTI Act, 2005 is prepared and laid before the Odisha Legislative Assembly under Section-25 of the RTI Act, 2005 at the end of every year.

In this context, I would request you to provide consolidated information as *Annual Report* in respect of *your Department* as well as Sub-ordinate Offices under your administrative control in the prescribed format (**attached**) to this Department **by 31<sup>st</sup> July, 2024, positively** so as to enable us to prepare an error free compilation for in-turn publication of Annual Report, **2023-2024** 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



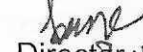
Memo No. 6353 /IPR., BBSR, Dated 07-05-2024

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.

  
Director  
7.5.2024


Memo No. 6354 /IPR., BBSR, Dated 07-05-2024

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

  
Director  
7.5.2024


Memo No. 6355 /IPR Dated 07-05-2024

Copy forwarded to All Heads of Department/All District Magistrate & Collector/ 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.

  
Director  
7.5.2024

Memo No. 6356 /IPR Dated 07-05-2024


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

  
Director  
5.2.2024

Memo No. 6357 /IPR., BBSR, Dated 07-05-2024

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 **2023-2024** u/s 25 (1) of the RTI Act, 2005, considering their closing balance of the previous year.

  
Director  
7.5.2024  
PTO

Memo No. 6358 /IPR., BBSR, Dated 07-05-2024

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 **2023-2024** u/s 25 (1) of the RTI Act, 2005, considering their closing balance of the previous year.

  
Director  
7.5.2024

Annual Report for the Year 2023-2024 under sub-section (1) of Section 25 of the Right to Information Act, 2005.

Sl. No.	Department/Heads of Department/ Public Sector Under-taking	No. of Nodal PIOs appointed	Pending RTI Applications of the previous year, if any	No. of RTI Applications of the current year	Total no. of RTI Applications (Column 4+5)	No. of information supplied in respect of RTI Application	No. of RTI Applications transferred u/s 6(3)	No. of RTI Applications rejected u/r 5(1) (2) of RTI Rules, 2005	Total No. of RTI Applications disposed of (col. 7+8+9)	Pending First Appeal of the Previous year, if any.	No. of First Appeals of the current year.	Total No. of First Appeal (col. 11+12)	No. of First Appeals disposed off	No. of cases where disciplinary action taken against any officer u/s 20 RTI Act, 2005	Whether pro-active disclosures are duly complied u/s 4(1)(b) of the RTI Act, 2005	Total Amount Collected (fee +adddl. Charges + penalty (Rs.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17