

No. EDN-H (16) B (15) RTI-07/2016-17  
Directorate of Higher Education  
Himachal Pradesh.

Dated: Shimla- 171001 the

शिक्षा निदेशात्मक कार्यालय हिमाचल प्रदेश  
Feb, 2017.

15 FEB 2017

शिमला - 1

From Public Information Officer (State)  
Directorate of Higher Education  
Himachal Pradesh

To

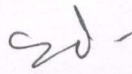
All the Dy. Director of Higher Education  
Himachal Pradesh,

Subject: - **Regarding Annual Report Proforma.**  
Memo,

Please find enclosed herewith the proforma for "Annual report of Information/Appeals from April 2016 to March, 2017 & Quarterly report" regarding applications received for information/ inspection under the Right to Information Act, 2005. proforma is under:-


Sr No.	Name of District	No. of application Received at various levels			Dispos ed off applica tions	Pendin g applica tions	No. of Appeal Received at various levels			Dispos ed of appeal s	Pendin g appeal s
		GHS	GSSS	DDHE			GHS	GSSS	DDHE		
Q.1											
Q.2											
Q.3											
Q.4											
Total											

Therefore, you are requested to supply the same including the information of institution under your control to the undersigned through fax or through special messenger within Seven days, so that the information could be submitted to the Govt. accordingly. You are also directed that in future you may prepare annual report of RTI as per above proforma and send accordingly at the last of current financial every year.

  
Public Information Officer(State)  
Directorate of Higher Education  
Himachal Pradesh.

Copy to:-

1. IT cell Directorate of Higher Education, for uploading the said instruction on the official website.

  
Public Information Officer(State)  
Directorate of Higher Education  
Himachal Pradesh . 