

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

No. EDN-HE(16)B(15)RTI-01/RTI Annual Report-2023-24  
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

04 April, 2024

04 APR 2024

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.
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 2023-24 (w.e.f. 1<sup>st</sup> April 2023 to 31<sup>st</sup> March, 2024) 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 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 directed 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 **2023-24 (w.e.f. 1<sup>st</sup> April 2023 to 31<sup>st</sup> March, 2024)** on the prescribed proformas (**Annex.-A & B**) to this Directorate by **20<sup>th</sup> April, 2024** positively.

The information should be furnished through e-mail on the RTI Cell email i.e. [rtibr@rediffmail.com](mailto:rtibr@rediffmail.com) and sent by post also so that the information could be submitted to the State Information Commission, Himachal Pradesh, Shimla as well as to the 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.
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: Proforma A & B**

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

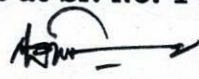
Endst. No.: As above, dated, Shimla- 171001,

04 April, 2024

Copy to:

1. The 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. The Supdt., IT Cell, Directorate of Higher Education, Himachal Pradesh, Shimla with the direction to upload the letter on the departmental website and also **e-mail the letter to all above mentioned PIOs at Sr. No. 1 to 6.**

04 APR 2024

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

# Annexure-A

## PROFORMA FOR FURNISHING OF INFORMATION TO STATE INFORMATION COMMISSION FOR THE ANNUAL REPORT, AS ON MARCH, 2024

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 Appellate Authority			Appeals filed before the State Information 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	Appeals Accepted	Appeals 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																
	Total															

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 2023-24.****(Under Section 25 of the Right to Information Act, 2005) As on 31-03-2024**

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

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