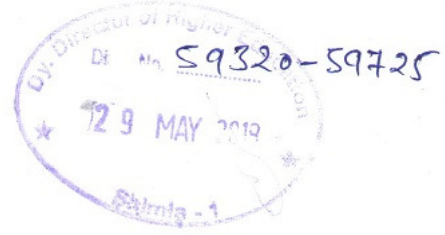


No. Shiksha Shimla (1-4) RTI-HM 2018  
Office of the Deputy Director Higher Education,  
Shimla District, Shimla-171001  
Dated Shimla-171001 the



To  
All the Principals/Headmasters  
District Shimla, Himachal Pradesh

Subject: - Regarding Annual Report Proforma.

Sir,

Please find enclosed herewith the proforma for Annual report of information/ Appeals from April 2017 to March, 2018 & Quarterly reports regarding application received for information /inspection under the RTI information Act, 2005. Proforma is under:-

Sr. No	Name of District	No. of application received at various level					Disposed of application	Pending application	No. of Appeal received various levels					Disposed of Appeals	Pending Appeals
		GH	GSS	DD	Appeal	App			GH	GSS	DDH	Appeal	Appeal		
	Shimla	S	S	HE	al	al			S	S	E	accepte	al		
					accep	rejec						d	reject		
					ted	ted							ed		

Therefore, you are requested to supply the information of your institution to the undersigned through mail or through special messenger within two days, so that the information could be submitted to the higher authority. 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.

Thanking you,

Dy. Director of Higher Education  
District Shimla, Shimla- 171001

Copy for information

1. Director of Higher Education, Shimla office letter No. EDN-H(16)B(15)RTI-07/2016-17 dated 15.02.2017
2. Guard file

Dy. Director of Higher Education  
District Shimla, Shimla- 171001