

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



Dated, Shimla-171001 the

To

All the Principals/Headmasters  
District Shimla, Himachal Pradesh

Subject: -

**Regarding Annual Report Proforma w.e.f. April 2018 to March, 2019.**

Sir,

Please find enclosed herewith the proforma for Annual report of information/ Appeals from April 2018 to March, 2019 reports regarding application received for information /inspection under the RTI information Act, 2005. Proforma is under:-

**Annexure (A)**

Sr. No	Name of public Authority under the Department	No. of RTI application received	No. of Application in which information was provided	No. of application were requests were reject				Appeals filled before the appellate Authority		Appeals filled before the state information Commission		No. of cases were disciplinary action was taken against any officer in respect of administration of this Act.	Amount of fee Collected			
				No. of applications were requests were rejected	Sec .8	Se c.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

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 is 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

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

Annexure (B)


PROFORMA FOR FURNISHING OF INFORMATION TO STATE INFORMATION COMMISSION HIMACHAL PRADESH FOR THE ANNUAL REPORT 2018-19

(Under section 25 of the Right to Information Act, 2005)

Sr. No.	Name of Department and designation of Appellate Authority	Appeals filed before the Appellate Authority			No. of appeals decided	No. of appeals not considered
		No. of appeals received	No. of appeals accepted	No. of appeals rejected		

Thanking you,

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