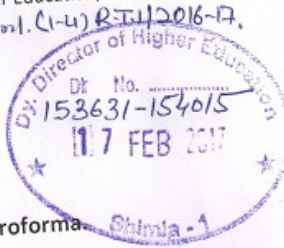


Office of the Deputy Director Higher Education,
Shimla District, Shimla-171001
Dated Shimla-171001 the

Dated, Shimla-171001 the
All the Principals/Headmasters
District Shimla, Himachal Pradesh



To

Subject: -

Regarding Annual Report Proforma

Sir,

Please find enclosed herewith the proforma for Annual report of information/ Appeals from April 2016 to March, 2017 & 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
		GHS	GSSS	DDHE			GHS	GSSS	DDHE		
Q1											
Q2											
Q3											
Q4											
Total											

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

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