

Office of the Director of  
Higher Secondary Education,  
Housing Board Buildings,  
Santhi Nagar,  
Thiruvananthapuram.

No. AA/Info/23110/HSE/14

Dated : 23/4/15

**CIRCULAR**

Sub:- HSE – RTI – 2005 – Annual Report for the year 2013-14 prepared  
by State Information Commission – details furnish of reference.

Ref:- Letter of State Information Commission,  
Letter No.4505/Sic/G7/2015. dt/ 28-3-15

The State Information commission vide reference cited above has informed that it is preparing by annual report for the year ending on 31<sup>st</sup> arch 2014 covering the details for the 01.04.2013 to 31.03.14. As such, this office has been directed by the Commission to submit, in consolidated from, the details regarding suo moto disclosures, designation of State Assistant Public Information Officers, Public Information Officers and Appellate Authorities, details of disposal of the request for information, details of requests rejected, details of first appeals and its disposal details of fee collected, penalty imposed by the commission and action taken thereof and disciplinary action recommended shall be furnished in the forms prescribed.

In these circumstances all branches of this office are here by requested to furnish the details in consolidated from in Form I to VIII appended with this circular to the information section on or before 27.04.2015 without fail.

All Regional Deputy Directors and Principals of Govt. and Aided Higher Secondary School shall submit the I to VIII to the State Information Commission directly with the stipulated time (on or before 30/04/2015) and forward a copy to this office.

  
STATE PUBLIC INFORMATION OFFICER

To

1. Branch Officers of DHSE
2. All RDDs
3. Principals of Govt. HSS/Aided HSS



RTI

19097



## STATE INFORMATION COMMISSION, KERALA

PUNNEN ROAD, THIRUVANANTHAPURAM 695 001

(Constituted under Section 15 of the Right to Information Act, 2005)

Tel: 0471 2335199, 2561622, Fax: 0471 2330920

Email: [sic@kerala.nic.in](mailto:sic@kerala.nic.in)

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No. 4505/SIC-G7/2015

DHSE

20 APR 2015

Immediate  
Personal Attention  
Date: 28-03-2015

To  
The Director  
Higher Secondary Education  
Thiruvananthapuram.

Sir,

Sub:- Right to Information Act, 2005 - Annual Report for the year  
2013-14-Collection of data- reg.

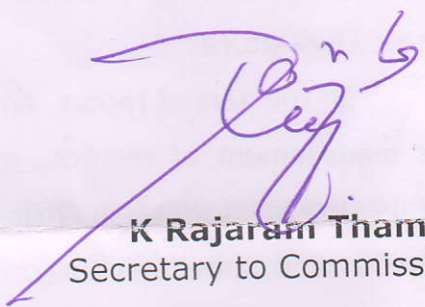
Section 25 of the Right to Information Act, 2005 stipulates that the State Information Commission shall, after the end of each year, prepare a report on the implementation of the provisions of the Act during that year. Accordingly, the State Information Commission's 9<sup>th</sup> report for the year ending 31<sup>st</sup> March, 2014 has to be prepared and presented to the Government for being placed before the State Legislature.

In the annual report, an overview of the implementation of the RTI Act such as management of records, suo moto disclosure of information, appointment of State Public Information Officer (SPIO)/ State Assistant Public Information Officer (SAPIO) and Appellate Authority (AA), disposal of information requests by Public Information Officers, disposal of First Appeals, disposal of Complaints and Second Appeals by State Information Commission, analysis on the denial of access to information, action taken against erring officials, penalties imposed and disciplinary action recommended by the State Information Commission, fee & charges collected etc are to be included.

Information pertaining to suo moto disclosures, designation of State Assistant Public Information Officers, State Public Information Officers and Appellate Authorities, details of disposal of the request for information, details of requests rejected details of first appeals and its disposal etc. has to be furnished in the proforma (Form I to V). Details of fee collected, penalty imposed by the Commission and action taken thereof and disciplinary action recommended may also be furnished in the prescribed proforma (Form VI to VIII). [The forms are available in the official website of Commission [www.keralasic.gov.in.](http://www.keralasic.gov.in)] Recommendations on legal and institutional changes, systematic reforms, operational and enforcement, any other specific information etc., if any, may also be incorporated in your report.

I am therefore to request you to furnish the information for the preparation of Annual Report, as envisaged in Section 25 of the RTI Act, for the year ending 31st March 2014, (covering the details from 1/4/2013 to 31/3/2014) in a consolidated form, by collecting it from all the offices under your control in hard copy/soft copy. This may be treated as 'most urgent' and the report furnished to the Commission on or before 30.04.2015 without fail.

Yours faithfully,



**K Rajaram Thampi,**  
Secretary to Commission



(Form - I)

**SUO MOTO DISCLOSURE UNDER SECTION 4(1)(b)**  
**REPORTING YEAR: 2013-2014**

Sl No.	Department	No. of Public Authorities	No. of Public Authorities which published the 17 Manuals under Section 4(1)(b)	No of Public Authorities which updated the 17 Manuals during the year	No of Public Authorities which displayed the 17 Manuals Online
(1)	(2)	(3)	(4)	(5)	(6)

(Form - II)

**DESIGNATION OF PUBLIC INFORMATION OFFICERS/APPELLATE AUTHORITIES**  
**REPORTING YEAR: 2013-2014**

Sl No.	Department	No. of Public Authorities	No. of Public Information Officers Designated	No of Assistant Public Information Officers Designated	No of Appellate Authorities Designated
(1)	(2)	(3)	(4)	(5)	(6)

(Form - III)

**DISPOSAL OF INFORMATION REQUESTS BY PUBLIC INFORMATION OFFICERS**  
**REPORTING YEAR: 2013-2014**

Name of the Department	No. of Requests Pending at end of Last Year	No of Requests Received during the year	Total No. of Requests	No of Requests Disposed	No of Requests Rejected	No. of Requests deemed to be Refused under Section 7(2)	% of Cases Access to Information Denied
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)



(Form - IV)

**INFORMATION REQUESTS REJECTED BY PUBLIC INFORMATION OFFICERS  
REPORTING YEAR: 2013-2014**

Name of Department	Total No. of Requests Rejected	No. of Requests Rejected under Section 8	No. of Requests Rejected under Section 9	No. of Requests Rejected under Section 11	No. of Requests Rejected under Section 24	No. of Requests Rejected Other Sections
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Form - V)

**DISPOSAL OF FIRST APPEALS BY DESIGNATED APPELLATE AUTHORITIES  
REPORTING YEAR: 2013-2014**

Name of the Department	No. of First Appeals pending with Appellate Authorities on 1.4.2013	No. of First Appeals preferred during the Year	Total No. of First Appeals with Appellate Authorities (2+3)	No of First Appeals Disposed	No of First Appeals Rejected	% of First Appeals Rejected	No. of First Appeals pending for more than 45 Days.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Form - VI)

**PENALTIES IMPOSED & COLLECTED  
REPORTING YEAR: 2013-2014**

Name of Department	Penalties imposed in previous year, pending for collection	Details of Penalties Imposed by Information Commission under Section 20(1)	Total	Details of Penalties Collected



(Form – VII)

**DISCIPLINARY ACTION TAKEN AGAINST OFFICERS IN RESPECT OF ADMINISTRATION OF RTI ACT  
REPORTING YEAR: 2013-2014**

Name of Department	Details of Disciplinary Action Recommended by Information Commission under Section 20(2)	Details of Disciplinary Action Taken based on Recommendation of Information Commission	Other Disciplinary Actions Taken (Other than those recommended by Information Commission)

(Form – VIII)

**SUMMARY COSTS, FEES & CHARGES COLLECTED BY PUBLIC AUTHORITIES  
REPORTING YEAR: 2013-2014**

Name of Department	Cost Collected: Section 4 (4)	Fee Collected: Section 6 (1)	Fee Collected: Section 7(1)	Fee Collected Section 7(5)	Other Charges Collected: (Specify)	Total Collection
(1)	(2)	(3)	(4)	(5)	(6)	(7)