

RTI PRIORITY

Through Spl. Messenger / Speed Post

Government of Odisha

Information & Public Relations Department

No. RTI-161/13

8364/1PR

Date

17-7-13

From

Shri P.K. Jena, IAS

Commissioner-cum-Secretary to Govt. &

Nodal Officer, RTI, Odisha

To

**All Principal Secretaries/ Commissioner-cum- Secretaries/Special Secretaries
of Govt. Departments**

Sub:- Submission of information for preparation of Annual Report of Odisha Information Commission for the year 2012-13 under Section-25 of the RTI Act, 2005- Introduction of electronic form of submission thereof.

Madam/Sir,

It is mandatory on the part of each Public Authority to furnish information as required under Section-25 of the RTI Act, 2005 for preparation of Annual Report of Odisha Information Commission. As per the provision the Departments are required to collect and compile the annual report from their sub-ordinate offices and required to submit to the Nodal Department for onward submission to State Information Commission. This report shall be laid before the House of Odisha Legislative Assembly.

2. The past experience in respect of most of the public authorities in our state indicates that there has been inordinate delay in the submission of this report in time may be owing to some functional bottlenecks. Odisha Information Commission has expressed grave concern over this matter.

3. While realizing such functional difficulties, the help of IT in the form of RTI Central Monitoring Mechanism (RTI CMM) available at www.rtioidisha.gov.in has been extended to all public authorities in conformity with the mandatory provisions as enshrined in the RTI Act, 2005. Accordingly, the revised format of annual report has been evolved in electronic format (MS Excel file) for preparation of Annual Report for the year 2012-13 to help the Government Departments to collect information electronically from their sub-ordinate offices in an instant manner. It would, thus, facilitate the department to generate the comprehensive report of all Public Authorities under their administrative control. In order to make it happen you need to ensure the upload of duly filled in MS Excel file of RTI applications and appeals for the year 2012-13 of all public authorities in the system.

4. The soft copy of the MS Excel file format has been available at their respective public authority account as well as homepage of the RTI Portal at www.rtioidisha.gov.in. Further, a print copy of the MS Excel file format is also enclosed. In case of any technical difficulty, public authorities may send the said MS Excel file to Nodal Department of Information and Public Relations at e-mail Id: rti-ori@nic.in / rtiportal@gmail.com.

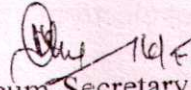
(P.T.O)

5. It is therefore intimated that the enclosed format for the preparation of Annual Report of Odisha Information Commission for the year 2012-13 may kindly be circulated among all Public Authorities under your administrative control with a request to fill up the format and upload the same with the **help of user Id and password** allotted by the CSP. All these exercises need to be completed **latest by 25th of July, 2013.**

6. In case of any technical problem, public authorities may be advised to contact CSP to RTI Portal at Mobile No.-9238104446.

This may be accorded **TOP PRIORITY.**

Yours faithfully,


Commissioner-cum-Secretary to Govt.

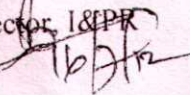
Enclosed:-Revised Format

Memo No. 8365 /IPR

Date 17-7-13

Copy forward to All Revenue Divisional Commissioners / All Heads of Departments/All Collectors for information and necessary action. They are also requested to download the MS Excel file format from the RTI Portal at www.rtioidisha.gov.in and furnish necessary information to their respective Govt. Departments @ e-mail Id: rti-ori@nic.in / rportal@gmail.com immediately keeping the prescribed time limit in view.

Memo No. 8366 /IPR

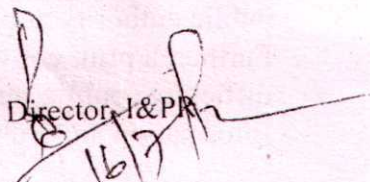
Director, I&PR
Date 17-7-13 

Copy forward to the Secretary to State Commission, Odisha Information Commission, B-1, Toshali Bhawan, Satya Nagar, Bhubaneswar with reference to their memo No. 13902 dated 17/06/13 for kind information.

Memo No. 8367 /IPR

Director, I&PR
Date 17-7-13 

Copy forwarded to Luminous Infoways, CSP to RTI Portal with a request to publish the MS Excel file format of annual report prominently in RTI Portal for the purpose of downloading by all public authorities. They are also requested to approach public authorities to expedite the whole process.

Director, I&PR

16/7/13