

Urgent

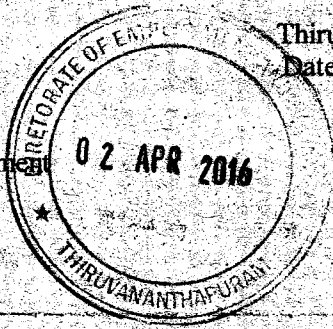


GOVERNMENT OF KERALA
Labour & Skills (PS) Department.

9338

No.2374/PS/2016/LBR.

Thiruvananthapuram,
Dated: 28.03.2016.



From
The Additional Chief Secretary to Government

To
Director,
Industrial Training Department,
Thiruvananthapuram.

Sir,

Sub: Labour (PS) Department – Format for Right to Information Act Case Register – Uploading in the official domain - request – reg.

Ref: G.O(P) No. 34/10/P&ARD dated 12.10.2010.

As per the Government Order referred above (copy enclosed), Personnel & Administrative Reforms Department (P&ARD) have introduced a common format for RTI Act case register for all public authorities in the State. Now it has come to the notice of State Information Commission that there has rampant failure in properly carrying out this instruction.

As per the instruction of the Commission, I am to request you to direct all the line departments and organizations under your control for strict upkeep and maintenance of the Register and to upload details of RTI applications related to therein in the format in official domain, of those respective departments / institutions.

Yours faithfully,
MOLY JOHN. J.S.,
Under Secretary,

For Additional Chief Secretary to Government.

Approved for issue.

Section Officer.

പുറത്തെടുത്ത നമ്പർ എ5/9338/16 തീയതി 05.04.2016

പകർപ്പ് അറിവിനും തുടർ നടപടികൾക്കുമായി നൽകുന്നു.

എല്ലാ സ്ഥാപന മേധാവികൾക്കും.

സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർ



GOVERNMENT OF KERALA

Abstract

P&ARD—OFFICE PROCEDURE—INTRODUCING FORMAT FOR RIGHT TO INFORMATION
ACT—CASE REGISTER—AMENDMENT TO THE KERALA SECRETARIAT OFFICE
MANUAL—ORDERS ISSUED

PERSONNEL & ADMINISTRATIVE REFORMS (RULES) DEPARTMENT

G. O. (P) No. 34/2010/P&ARD.

Dated, Thiruvananthapuram, 12th October 2010.

Read:—Circular No. 12818/AR-XI(1)/09/P&ARD dated 8-7-2010.

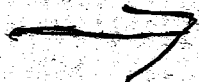
ORDER

As per Circular read above Government have decided to introduce a common format for Right to Information Act case Register in Appendix I as Form No. XXI of Kerala Secretariat Office Manual.

The format of the right to Information Act Case Register is given below:

GCPT. 34060/2010/TP.

[P. T. O.]



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Appendix-I
FORM XXI
Right to Information Act Case Register

<i>Sl. No.</i>	<i>File No. with Date of receipt of Application</i>	<i>Name and Address of the Petitioner</i>	<i>Nature of Information sought for</i>	<i>Date of issue of reply</i>	<i>Whether application or any part thereof transferred to any other public authority and, if so, to whom</i>	<i>Amount if any realised</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

The Kerala Secretariat Office Manual is amended to this effect.

By order of the Governor,

TEEKA RAM MEENA,
Secretary-in-Charge.

To

- All Additional Chief Secretaries, Principal Secretaries and Secretaries to Government.
- All Departments (All Section) of Secretariat including Law and Finance.
- All Offices in the Secretariat.
- Stock File/Office Copy.