

**Government of Odisha**  
Information & Public Relations Department

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No-RTI -71/12 6423/SPR

Date 6.6.12

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 2011-12 under Section-25 of the RTI Act, 2005-** Introduction of Revised Format 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. This report shall be laid before the House of Odisha Legislative Assembly.

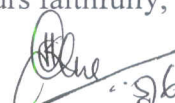
2. As indicated by Odisha Information Commission, a revised format has been introduced for preparation of Annual Report for the year 2011-12, which has been published in the RTI Portal at [www.rtioidisha.gov.in](http://www.rtioidisha.gov.in) . A copy of the revised format is also enclosed.

3. Apart from furnishing information in the prescribed format, Public Authorities are required to send narrative report as envisaged in the Section-25(g) of the RTI Act, 2005. Each Govt. Department needs to collect these information from all Public Authorities under its Administrative Control for compilation at its level.

4. In view of this, it is intimated that the revised format for the preparation of Annual Report of Odisha Information Commission for the year 2011-12 may kindly be circulated among all Public Authorities under your administrative control with a request to provide the information immediately for compilation at your department level.

5. The information in the aforementioned revised format after compilation by concerned Govt. Department may be sent to the Nodal Department, i.e., Information & Public Relations Department by the **first week of June, 2012** for onward transmission to Odisha Information Commission.

Yours faithfully,

  
**Commissioner-cum-Secretary to Govt.**

Enclosed:-Revised Format

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CSM RTI

Memo No. 6424 /IPR

Date... 6.6.12

Copy forwarded to All Revenue Divisional Commissioners / All Heads of Departments / All Collectors for information and necessary action.

They are requested to download the revised format from the RTI Portal at [www.rtioidisha.gov.in](http://www.rtioidisha.gov.in) and furnish necessary information to their respective Govt. Departments immediately keeping the prescribed time limit in view.

  
Director, I&PR

Memo No. 6425 /IPR

Date... 6.6.12

Copy forwarded to the Secretary to State Commission, Odisha Information Commission, B-1, Toshali Bhawan, Satya Nagar, Bhubaneswar with reference to their Memo No-14253/OIC dated-16.05.12 for kind information.

  
Director, I&PR

Memo No. 6426 /IPR

Date... 6.6.12

Copy forwarded to Luminous Infoways, CSP to RTI Portal with a request to publish the revised format of Annual Report prominently in the RTI CMM for the purpose of downloading by all Public Authorities.

  
Director, I&PR