

# INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala)

PRAJO'E TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM – 695 014

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No.RTI/ 7016/15/HRD

Dated 28<sup>th</sup> May, 2015

From

State Public Information Officer

To

All State Public Information Officers of Institutions under IHRD

Sir/Madam,

Sub : Right to Information Act, 2005 – Annual Report for the year 2014-15 –  
Collection of Data –reg

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The Secretary, State Information Commission, Kerala has instructed to furnish details in respect of suo-moto disclosure under RTI Act, 2005 pertaining to IHRD and its associate institutions for the preparation of Annual Report. For this purpose, I am to request you to furnish the details of RTI applications received in your institution during the period **2014-15** (01.04.2014 to 31.03.2015) to this office **within two weeks positively** in the prescribed Format [*Suo Moto Disclosure under Section 4(1)(b)*], **which is published in the web site of IHRD.**

Please treat this as most urgent as the time limit prescribed has to be strictly complied with.

Yours faithfully,

  
G.C.M. Rupavals

State Public Information Officer / Administrative Officer  
IHRD Headquarters, Thiruvananthapuram

**Copy to:**

Software Section is requested to email the attached documents to all the Heads of Institution under IHRD and publish the same in the IHRD web site also.

**SUO MOTO DISCLOSURE UNDER SECTION 4 (1) (B)  
REPORTING YEAR -----**

*(Form-I)*

<b>Sl No.</b>	<b>Department</b>	<b>No. of Public Authorities</b>	<b>No. of public Authorities which published the 17 Manuals under Section 4(1) (B)</b>	<b>No. of public Authorities which updated the 17 Manuals during the year</b>	<b>No. of Public Authorities which displayed the 17 Manuals online</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>

**DESIGNATION OF INFORMATION OFFICERS / APPELLATE OFFICERS  
REPORTING YEAR -----**

*(Form-II)*

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

**DISPOSAL OF INFORMATION REQUESTS BY PUBLIC INFORMATION OFFICERS  
REPORTING YEAR -----**

*(Form-III)*

<b>Name of the Department</b>	<b>No. of Requests pending at end of last year</b>	<b>No. of requests received during the year</b>	<b>Total No. of Requests</b>	<b>No. of requests disposed</b>	<b>No. of Requests rejected</b>	<b>No. of Requests deemed to be Refused under Section 7(2)</b>	<b>% of cases access to information denied</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>

**INFORMATION REQUESTS REJECTED BY PUBLIC INFORMATION OFFICERS  
REPORTING YEAR -----**

*(Form-IV)*

<b>Name of Department</b>	<b>Total No. of Requests Rejected</b>	<b>No. of Requests Rejected under Section 8</b>	<b>No. of Requests Rejected under Section 9</b>	<b>No. of Requests Rejected under Section 11</b>	<b>No. of Requests rejected under Section 24</b>	<b>No. of requests rejected other sections</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

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

*(Form-V)*

<b>Name of Department</b>	<b>No. of First Appeals pending with Appellate Authorities on 1.4.2013</b>	<b>No. of First Appeals preferred during the year</b>	<b>Total No. of First Appeals with Appellate Authorities (2+3)</b>	<b>No. of First Appeals Disposed</b>	<b>No. of first Appeals Disposed</b>	<b>No. of First Appeals pending for more than 45 days</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

**PENALTIES IMPOSED & COLLECTED  
REPORTING YEAR -----**

*(Form-VI)*

<b>Name of Department</b>	<b>Penalties imposed in previous year pending for collection</b>	<b>Details of penalties imposed by Information Commission under Section 20(1)</b>	<b>Total</b>	<b>Details of Penalties collected</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>

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

*(Form-VII)*

<b>Name of Department</b>	<b>Details of Disciplinary action recommended by Information Commission under Section 20(2)</b>	<b>Details of Disciplinary action taken based on recommendation of Information Commission</b>	<b>Other Disciplinary actions taken (other than those recommended by Information Commission)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>

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

*(Form-VIII)*

<b>Name of Department</b>	<b>Cost collected Section 4(4)</b>	<b>Fee Collected Section 7(1)</b>	<b>Other charges collected (specify)</b>	<b>Total collection</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>