

CONTENTS

CHAPTER	SUBJECT
	Preamble
1	Important of the Act
2	Avowed goals of RTI Act,2005
3	State Information Commission Punjab
4	Proactive disclosure by Governmental Public Authorities
5	Monitoring the implementation of RTI Act in Punjabi
6	Adjudication in the Commission
7	Significant initiatives by some Government Department and Public Authorities
8	Bringing openness in Government Important of Training
9	The role of media for Right to Information
10	Systems and Structure
11	Observations and Recommendations for reform

LIST OF ANNEXURES

CHAPTER	SUBJECT
I	Full text of Right to information Act, 2005
II	Notification of constitution of Commission : <i>11th October 2005</i>
III	Notification of appointment of four State Information Commissioners : <i>17th May 2006</i>
IV	Notification of appointment of four State Information Commissioners : <i>26th December, 2006</i>
V	Minutes of meetings of Commission with various Administrative Secretaries of Punjab
VI	Training programmes for RTI conducted by departments
VII	Rules of Punjab Government : <i>12th October 2005</i>
VIII	Revised rules of Punjab Government : <i>17th July 2006</i>
IX	Revised rule of Punjab Government : <i>26th June 2007</i>
X	Agenda of first meeting of CIC with State Government : <i>29th November 2005</i>
XI	Minutes of meeting of CIC with State Government : <i>29th November 2005</i>
XII	Establishing office of State Information Commission Punjab : Steps in the process
XIII	Members of the Technical Committee
XIV	Form of Feedback from the public about RTI in Punjab
XV	Department-wise Reports – Section 25

Preamble

The RTI Act sets out a practical regime of right to information for citizens. It enables citizens to access information under the control of public authorities. This will promote transparency and accountability in the working of every public authority. Democracy requires an informed citizenry and transparency of information, which is vital to its functioning and this will also help contain corruption. Government is now accountable to the governed.

For the Political Executive it will ensure reduced dependence on the bureaucracy, and inculcate a greater sense of responsibility while making decisions. There will be a greater focus on performance. Over a period of time Right to Information will impact positively the relationship of the political executives with the electorate.

The mind set of the members of the bureaucracy will undergo a change. From being perceived as 'masters' they will now need to function as 'public servants'. As the process of governance has to be transparent, there will be accountability to the citizens and greater responsibility in decision making.

Beginnings have been made, but changing the mind set of the bureaucracy and citizens will take time. This will happen once there is greater awareness in the public about their rights under the Act. Apart from the State Government, several NGOs have begun campaigns to increase public awareness. The training of the bureaucracy must be undertaken to ensure that all public servants understand their role and responsibilities under the Act, including the penal provisions they can be subjected to under the Act.

The State Government has initiated a number of administrative reforms. These must include systematization and computerization of official records at all levels, including at the level of the village (with the Panchayati Raj Institutions) and the town (with the local municipal bodies), for the benefit of the common man.

Three paradoxes attend the Right to Information Act. These demand an effective response as below:-

Paradox One:

On paper the RTI has empowered the common man BUT the common man is still not informed of his power.

HENCE: **Educate the public.**

Paradox Two:

'Bureaucracy will defend the status quo long after the quo has lost its status'.

HENCE: **The Establishment must change its mindset.**

Paradox Three:

The RTI Act is a product of the Reform Process; BUT RTI itself is an instrument for accelerating Reform.

HENCE: **RTI can create a virtuous circle of Reform.**

The journey has begun. There is a long way to go, but there is optimism about the future.

1 **IMPORTANCE OF THE ACT**

With the receipt of assent of the President of India on 15th June, 2005, the Right to Information Act, 2005 entered the statute book (full text of Right to Information

Act, 2005 at **Annexure I**). With this enactment, an earlier central enactment on the same subject, the Freedom of Information Act, 2002, stood repealed. The **Introduction** to RTI Act 2005 explains that the new Act makes important changes in the law to ensure greater and more effective access to information. The ambitious charter of the legislation as brought out in the **Statement of Objects and Reasons** is to “*provide an effective framework for effectuating the right to information recognized under Article 19 of the Constitution of India*”. The **Preamble** states categorically that the Act is “*to provide for setting out the practical regime of Right to Information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority*”.

THE UN DECLARATION

The Act brings India into the group of democratic nations that assure freedom of information to its citizens through an enforceable legislation. The United Nations Organization recognizes freedom of expression as a basic human right. Article 19 of the Universal Declaration of Human Rights of the United Nations of 10th December, 1948 stipulates:

“Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers”.

A signatory to the UN Declaration in the year 1948, India has codified its commitment to information freedom in the form of a law. The countries that preceded India in guaranteeing freedom of information adopted respective legislative measures at various points in time, after the landmark Declaration of 1948. Examples are Finland (1951), USA (1967) Denmark and Norway (1970), New Zealand (1982), Australia (1982) Canada (1983), UK (2000) and Argentina (2003). Sweden is unique in that it had a Freedom of Information Act as long ago as the year 1776.

ARTICLE 19 AND THE RIGHT TO KNOW

All democratic nations have accepted that information freedom is a hallmark of democratic governance. In linking RTI Act with the freedom of expression guaranteed under Article 19 of its Constitution, India announced that freedom of expression available to citizens was incomplete without the freedom to know. No considered and reasoned evaluation of Government's policies, decisions and actions could be possible without obtaining access to the basic documents in the custody of officials on these aspects – this is the logic that pervades RTI Act. Armed with information that determines the functioning of public authorities, the common citizen can call to account the authorities charged with the responsibility of governance. In this regard the power available to the information seeker is extremely wide, as stipulated in Section 8(1): ***“provided that the information, which cannot be denied to the Parliament or a State Legislature, shall not be denied to any person”***.

THE COLONIAL LEGACY

Prior to independence of India, flow of information from the Government to the public was tightly guarded and controlled by the provisions of 'The Official Secrets Act, 1923'. This was inevitable under a colonial rule that sought to suppress dissent even as the struggle for freedom was becoming a people's movement. The government of the day could scarcely countenance publicizing of information regarding policies and administration. The legacy of stringent control over information regarding governance continued to dominate the official approach for decades after India emerged from foreign rule. This reluctance by governments to remove controls over the right to know is not peculiar to India. In the period preceding 1776, the year of independence of the American colonies from British rule, the press had waged a sustained battle for freedom of information. In the process the champions of freedom suffered violent suppression, imprisonment and worse. Yet after American independence on 4th July, 1776, the liberated self government did not overnight gift to its citizens the right of freedom of expression and of information. For almost 200 years, successive US Administrations resisted the demands for information freedom, citing such reasons as national security. Thus USA's Freedom of Information Act became law as recently as the year 1967.

THE INDIAN EXPERIENCE : AFFIRMATION BY THE SUPREME COURT

In India freedom of expression was guaranteed as a fundamental right the day that the Constitution of India was promulgated (January 26, 1950). It was, however, late in the 1990s that a movement for freedom of information took root. The struggle was spearheaded by a number of activists, individuals and groups. The ideal of freedom of information received support from judicial pronouncements drawing strength from Article 19 itself of the Constitution of India. In state of Uttar Pradesh Vs. Raj Narain (1975) the Supreme Court of India ruled :

“In a government of responsibility like ours, where all the agents of the public must be responsible for their conduct, there can be but a few secrets. The people of this country have a right to know every public act, everything that is done in a public way by their public functionaries. They are entitled to know the particulars of every public transaction in all its bearing. It is generally desired for the purpose of parties and politics of personal self interest or bureaucratic routine. The responsibility of officials to explain or to justify their acts is the chief safeguard against oppression and corruption. To cover with veil of secrecy, the common routine business is not in the interest of the public. Such secrecy can seldom be legitimately desired.”

In the case of SP Gupta and others Vs The President of India and others {1982 SC(149)} relating to the transfer of judges, the Supreme Court affirmed that the right to information was a part of the fundamental rights in the Constitution, a part of freedom of expression granted in Article 19.

A PEOPLE’S MOVEMENT

Many non-government organizations worked together from around the year 1996 to 2005 in the struggle for right to information. It was observed that although FOI Act 2002 had been passed by Parliament in the year 2002 and received Presidential assent in January 2003, it was never notified, and therefore never enforced as law. In the interim period nine states Tamil Nadu, Goa, Delhi, Maharashtra, Karnataka, Rajasthan, Madhya Pradesh, J&K, and Assam passed laws on the right of information within their respective jurisdictions. The scope of these legislations varied and in implementation too, they often faltered. RTI Act, 2005, is an overarching Central legislation applicable to the entire country, except the state of Jammu & Kashmir. The Central Act has created a uniform legislative

frame-work for all the states in India (except J&K). Even as it repealed the imperfect central legislation of 2002, the Act has superseded the provisions contained in the various state legislations on information freedom. The Act draws copiously on the experience of other democratic nations. While drafting India's Act the law makers have drawn upon analytical knowledge about the best practices adopted abroad. Many of these were incorporated into India's legislation, which was unanimously adopted by Parliament in 2005.

2 AVOWED GOALS OF RTI ACT, 2005

RTI Act, 2005 has three major goals: transparency in the functioning of every public authority in the country; the accountability of every maker of decisions impacting the common citizen; and the empowerment of the public in the process of governance. For achieving these three objectives, the Act lays down a time bound schedule for action to be undertaken and completed by numerous

individuals, institutions and authorities. It provides for the constitution of a Central Information Commission and State Information Commissions for adjudicating into matters covered by the Act.

If democracy is a government of, for and by the people, the common citizen is entitled to know about the functioning of his government in the same way as a shareholder in a company is entitled to know about the working and performance of the institution in which he has invested.

2.1 MPOWERMENT OF THE PUBLIC

India's colonial legacy continued to guide government officials for years after the country attained independence. The bureaucracy has been seen to enjoy disproportionate authority over the lives of the common public. A common criticism of the working of the government in our country is that the system places undue power in the hands of the officials at many levels. The common man often becomes a supplicant for obtaining services that should normally be his by right and petty officials can arrogate to themselves excessive authority. Government officials are often perceived as a dispenser of favours, that are indeed not favours at all, but services to be rendered by them as part of their duties as public servants.

In a sense, RTI Act, seeks to reverse the traditional positions of the government official, who is now required to perform as a servant of the public, and the common man, who must perceive himself as a master. The custodian of information holds it in trust, on behalf of the shareholders and is accountable to them.

2.2 MANAGING INFORMATION: FOUR LEVELS OF RESPONSIBILITY

The Act casts wide responsibility in regard to management of information on all sections engaged in the process of governance. Basically this is at four different levels.

- (i) The Government cannot indiscriminately block the flow of and communication of information, as The Official Secrets Act, 1923 permitted it to do.
- (ii) The Government is responsible for meeting every valid demand by any citizen for obtaining information.
- (iii) Government is mandated to inform the public, *suo motu*, about its functions, duties and activities.
- (iv) The State Government must fulfil certain specified obligations under the Act.

Discharging obligations at these four levels requires nothing less than a total change in the mindset of government functionaries, and also a virtual transformation in the functioning of public authorities in the country. The magnitude of the task involved can be gauged from an appraisal of the relevant provisions of the Act.

(i) Allowing the flow of Information

RTI Act, 2005, does not repeal The Official Secrets Act, 1923, but it supersedes its provisions. Section 22 directs that RTI Act is “**to have overriding effect** - *The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923 (19 of 1923), and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act*”. The implication is that in respect of disclosure of information in the public domain, no legislation can by-pass RTI Act. In case of any ambiguity or inconsistency the provisions of RTI Act will prevail.

Section 8 of the Act does provide for exemption from disclosure of certain categories of information, but exemption is qualified and not absolute. Thus, Section 8(2) lays down;

“Notwithstanding anything in the Official Secrets Act, 1923 (19 of 1923) nor any of the exemptions permissible in accordance with sub-Section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests”.

Government and its authorities, therefore, cannot claim a blanket privilege of confidentiality or secrecy in regard to disclosure of documents, as The Official Secrets Act, 1923 allowed. Section 8(1) undoubtedly permits exemption from disclosure of information in certain exceptional cases, such as where the sovereignty and integrity of India, or the security, strategic, scientific or economic interest of the state etc. could be prejudicially affected. Similarly disclosures that might constitute contempt of court or breach of Parliamentary privilege or would impede the process of investigation or law enforcement etc. are exempt. In the same way certain material held in fiduciary capacity, cabinet papers and personal information that is not related to any public activity or interest are also exempt from disclosure.

Apart from these rare exceptions, every other information, in whatever form, is required to be disclosed to the public. Disclosure is thus the rule. Under Section 24 a schedule lists certain intelligence and para-military organizations to which the Act is not to apply and the Central and State Governments are permitted under this action to notify other organizations in the same category. Even in respect of such exempted organizations Section 24 contains a proviso that

“information pertaining to the allegations corruption and human rights violations shall not be excluded.”

A further proviso is even more stringent, requiring the organization concerned to supply any such information (relating to corruption and human rights violations) within forty five days from the date of the receipt of request.

The philosophy underlying information flow is that the public interest is paramount, and this supersedes any other.

(ii) Responsibility to meet citizens demands for information

Section 6 lays down succinctly how requests for information are to be made to the appropriate authority. The procedure laid down in this section is simple, requiring no special knowledge and experience of law and the courts. The request can be made in English or Hindi or the local regional language. The Public Information Officer is enjoined to assist the information seeker in reducing the request in writing. It is not necessary for the applicant to be conversant with

the intricacies of internal functioning of the public authority concerned. Section 6(3) lays down that in case a request for information relates to a public authority other than the one to whom the application is made, it is the responsibility of the public authority receiving the application to transfer the same to the Public Authority directly concerned.

Section 7 binds down the Public Information Officer holding the information to supply the same within a period of 30 days. Furthermore a proviso to Section 7(1) lays down that

“where the information sought for concerns the life or liberty of a person, the same shall be provided within forty eight hours of the receipt of the request”.

Sections 6 and 7 leave no scope for the PIO concerned to evade the supply of information. Failure to supply information is deemed to be denial, or refusal to supply, with its attendant consequences. In the case of rejection of a request, the PIO concerned is obliged {{Section 6(8)}} to communicate to the information seeker the reasons for rejection, and guide him or her on how and where to appeal against the order of rejection.

(iii) Suo motu disclosures by public authorities

One most important mandate for the government and all its public authorities are in relation to the maintenance of records in a systematic and scientific manner, preferably in computerized form. Section 4 obliges every public authority to upgrade its system of record management and link all relevant records through a computerized network all over the country, and to facilitate access to all such records.

The task enjoined here {{Section 4(1)}} is gigantic, entailing as it does the codification of every aspect of governmental functioning. Such administrative reform is today an important part of the policy of every government, at the national and state level, and even at the grass roots where local institutions operate. RTI Act should strengthen the resolve of public authorities to undertake administrative reform.

RTI Act, 2005, has come into force in two phases. Certain sections of the Act came into force on 15th June 2005, the very day that assent of the President was received. The main body of the Act came into force 120 days later, that is, from 12th October, 2005. The opening section (Section 1) lays down that

“the provisions of sub-section (1) of Section 4, sub-Section (1) and (2) of Section 5, Section 12, 13, 15, 16, 24, 27 and 28 shall come into force at once and the remaining provisions of the Act shall come into force on the one hundred and twentieth day of its enactment”.

This interregnum of 120 days was made available to the public authorities for completing the preliminary work of preparation and codification of the official record in the manner specified in the respective sections of the Act. During this period the governments and public authorities were required to:

- (a) Publish complete details about every organization, functions and duties, powers and duties of its officers and employees, procedures for decisions making and accountability, norms, rules, regulations, instructions etc. about arrangements for interaction with the public, all personnel matters, financial matters, subsidies, beneficiaries, facilities for citizens to obtain information etc.
{Section 4(1)(a)}
- (b) Publish all relevant facts while formulating important policies or announcing decisions which affect the public.
{Section 4(1)(b)}
- (c) Provide reasons for its administrative or quasi-judicial decisions to affected persons.
{Section 4(1)(d)}
- (d) Designate central or state public information officers and central or state assistant public information officer in all administrative units and offices to provide information under the Act.
{Section 4(5)}
- (e) Constitute Central Information Commission and appoint Chief Information Commissioner and Information Commissioners.
{Section 12, 13}
- (f) Constitute State Information Commissions and appoint State Chief Information Commissioners and State Information Commissioners.
{Section 15, 16}

- (g) Notify central and state intelligence and security agencies to which the Act should not apply. {Section 24}.
- (h) Notify rules to carry out the provisions of the Act. (Section 27)

In directing that the provisions of RTI Act 2005 should come into force in two phases, the law makers seem to have adopted the pattern and precedent of the United Kingdom. UK's *Freedom of Information Act* promulgated in the year 2000 came into force in several phases between 2000 and 2005. The Act became fully operational on 1st January 2005. During the interim period of five years, the authorities in the UK were expected to systematize their records for facilitating supply of information, establish procedures for information delivery, and set up a mechanism for regulation and enforcement of the provisions of the Act.

In contrast with the five year period for preparation allowed in the UK, the Central Government, and the various State Governments in India, were given a breathing time of only 120 days to complete tasks larger in volume and complexity than in the UK. Successive Reports of India's Administrative Reforms Commission have observed that the administrative systems in our country are comparatively backward, and are yet to apply effectively modern data management tools such as computerization*. Consequently upgrading the obsolete systems as mandated by RTI Act requires much greater efforts in India, than would have been made in the U.K.

In the State of Punjab there has undoubtedly been slippage on the part of the State Government and its authorities in fulfilling their obligations under various provisions of the Act. Some of the shortfalls can be attributed to the magnitude of the tasks involved and the limited period of time available for fulfilling the obligations. There are also some other reasons, which are appraised in this Report. In a subsequent chapter, this Report makes recommendations for consideration of the State Government.

* ***First Report, Administrative Reforms Commission (June 2006)***
Right to Information

(iv) Requirements under various Sections of the Act and status of fulfillment

The provisions of RTI Act 2005 are equally applicable to the Central Government and its public authorities, and all State Governments and the public authorities within the jurisdiction of the respective state governments.

Section 26, which lays down comprehensive guidelines for action by the appropriate governments (Central and State) is reproduced as under:-

- “ (1) The appropriate Government may, to the extent of availability of financial and other resources,—*
- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;*
 - (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;*
 - (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and*
 - (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.*
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.*
- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—*
- (a) the objects of this Act;*
 - (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;*
 - (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;*

- (d) *the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;*
 - (e) *the assistance available from the Central Information Commission or State Information Commission, as the case may be;*
 - (f) *all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;*
 - (g) *the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;*
 - (h) *the notices regarding fees to be paid in relation to requests for access to an information; and*
 - (i) *any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.*
- (4) *The appropriate Government must, if necessary, update and publish the guidelines at regular intervals”.*

Certain other obligations are set out in various other sections of the Act.

The important obligations of the State Government to be fulfilled for effective implementation of the Act are listed below. The status of action taken on each by the various authorities of the State Government is also mentioned.

2.3 OBLIGATIONS VS FULFILMENT

	Obligation of the State Government		Status of Action by govt./Public authorities
a)	Adoption of modern management information systems, with a strong base of computerization all levels. {(Section 4 (1) (a))}	:	Yet to be implemented. Some initial steps have been taken by a few departments. This is an ongoing administrative reform. Action incomplete.
b)	<i>Suo motu</i> disclosure on all aspects of functioning {(Section 4(1) (b))}	:	Action was to be completed by 12 th October 2005. Most departments and public authorities published information on the respective websites several months later. Many are still to do so. This is evaluated in Chapter 4.
c)	Wide dissemination of material listed in Section 4(1)(b) preferably in electronic form, and through all forms of media. {Section 4(1)(c)}	:	No special programme for dissemination has been adopted.

d)	Designation of Public Information Officers and Assistant Public Information Officers. (Section 5)	:	Discussed in Chapters 4 & 5	
e)	Receiving and disposing of requests for information. Facilitating the public. (Sections 6,7) After meetings held in April 2007 with the Administrative Secretaries to the State Government Commission had recommended that for facility of the public. <ul style="list-style-type: none"> • RTI counters should be set up in Savidha Centres in district and subdivision towns. • Guidance should be provided to members of the public on making RTI applications. • Notice Boards in offices should display information on RTI for the common public. <i>(Minutes of meetings at Annexure V)</i>	:	Action incomplete	
f)	Constituting State Information Commission and appointing Chief State Information Commissioner and States Information Commissioners. (Sections 15, 16)	:	<ul style="list-style-type: none"> • State Information Commission constituted (Annexure II) • Chief Information Commissioner assumed office • Four State Information Commissioners appointed (Annexure III) • Four State Information Commissioners appointed (Annexure IV) 	11.10.2005 18.10.2005 17.5.2006 26.12.2006
g)	Collecting and providing information to the State Information Commission regarding action by all departments and the public authorities within their jurisdiction to implement the various provisions of the Act, so that the State Information Commissioner can prepare its annual Report. The State Government is further to lay the Annual Report of the State Information Commission before the Punjab Legislative Assembly	:	Directions issued by SIC Punjab (Annexure 1.4) following discussions with Administrative Secretaries <i>(April 2007)</i> . Partial information received by Commission. Reflected in Chapter 4 and Chapter 5.	

	(Section 25)		
g)	Introducing programmes for Public awareness on RTI {Section 26(1)(a)}	:	No special programmes for public awareness have been introduced by the State Government.
h)	Training PIOs for handling work of Right to Information {Section 26(1)(a)}	:	Responsibility for training is with Mahatma Gandhi Punjab State Institute of Public Administration. The institute has provided no information on the programmes conducted. Certain departments have, however, conducted programmes on their own initiative. A list is at Annexure VI .
i)	Notifying rules to carry out the provisions of the Act (Section 28)		The Rules have been notified and revised on two occasions as under: <ul style="list-style-type: none"> • Annexure VII • Annexure VIII • Annexure IX

3 STATE INFORMATION COMMISSION PUNJAB

The Government of Punjab, vide its notification no.2/24/05-IAR/578 dated 11th October, 2005 constituted State Information Commission Punjab. With the same notification, the State Government appointed Sh. Rajan Kashyap as State Chief Information Commissioner.

*(Copy of Notification at **Annexure II**)*

His Excellency the Governor, Punjab administered the oath of office to Sh. Rajan Kashyap in Punjab Raj Bhawan on Tuesday, October 18, 2005.

The Government of Punjab vide its notification no.2/40/2006-IAR/426 dated 16th May 2006, appointed four State Information Commissioners, namely Smt. Rupan Deol Bajaj, Sh. P.K.Verma, Sh. R.K.Gupta and Sh. Surinder Singh.

(Copy of Notification at Annexure III)

His Excellency, the Governor, Punjab, administered the oath of office to these four State Information Commissioners on May 17, 2006.

The Government of Punjab vide its notification no.2/40/2006-IAR/899 dated 26TH December 2006 appointed four State Information Commissioners, namely Lt. Gen. (Retd) P.K.Grover, Sh. Kulbir Singh, Sh. P.P.S. Gill and Smt. Ravi Singh.

(Copy of Notification at Annexure IV)

His Excellency, the Governor, Punjab, administered the oath of office to these four State Information Commissioners on January 25, 2007.

The Right to Information Act 2005 aims at a transformation in the management, flow, dissemination and flow of information from all Government offices and public authorities throughout the state. As explained in the previous section, RTI Act demands a change in the mind set of the custodians of information as well as of the seekers of information. The Act also obligates the state government and all its agencies to adopt information technology, and modern, scientific techniques for facilitating supply of information in the public interest.

The State Information Commission Punjab understood its responsibility under the Act as two-fold:

1. Regulation and monitoring of implementation of the provisions of the Act by the State Government and its agencies;
2. Adjudication on matters brought before the Commission in the form of complaints **(Section 18)** and appeals **(Section 19)**

As a statutory authority under RTI Act, the Commission was required to commence work immediately after its constitution and appointment of State Chief Information Commissioner in October 2005. Section 15(4) of the Act gives autonomy to the Commission in respect of its overall administration as under

“The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State

Information Commission autonomously without being subjected to directions by any other authority under this Act”.

{ (Section 15(4)) }

From the outset, the Commission decided that its systems of management as also its physical infrastructure should conform to the philosophy ingrained in RTI Act 2005. It was decided to aim for the ideals of transparency, accountability, people friendly orientation and adopt modern and scientific systems for administration. The systems proposed were spelt out in a policy note for consideration of the State Government. The basic note of State Chief Information Commissioner discussed with the senior functionaries of the State Government on 29th November 2005, and the decisions of that meeting are at **Annexure X and Annexure XI**. The State Government at that time could not provide suitable office accommodation and advised that the Commission should take office space on rent for a temporary period of time. The State Government agreed to bear the cost of creating infrastructure and appointing minimal manpower for making the Commission functional in the shortest possible period of time.

Keeping in view the objectives of efficiency and economy in expenditure, the Commission was able to make its office functional in a record period of 6 weeks after the release of funds to the Commission by the State Government. The approach to various aspects of management and administration is described below:-

Transparency

Even as RTI Act 2005 stands for transparency, the Commission adopted a pattern of openness in creating the physical infrastructure for its office. Modern, cost effective designs were used for open offices for all staff. All office rooms are uniformly designed, are easily accessible, have no permanent walls or doors, and are interconnected by simple corridors.

Detailed information about the functioning, manpower, expenditure etc. is provided on the website of the Commission. Itself a public authority under the Act, the projection of complete information about its own activities on its website serves as a model for adoption by the state government and its public authorities.

Infrastructure

In order to make its office functional expeditiously, the Commission set up a Committee of technical experts, including senior engineers, architects and designers. These distinguished public spirited professionals from outside the Commission were able to create the office structure in the shortest possible period of time. The Technical Committee meticulously recorded action at every stage in the setting up of the office, from the tendering process for leasing office space, architectural design, selection of civil contractors, monitoring of construction work, furnishings, fitting of equipment (**Annexure XII**). The Commission places on record its appreciation of the selfless service provided by the specialists, in creating a cost-effective and imaginative physical infrastructure for the first phase of the office of the Commission. **Annexure XIII** is a list of members of the Technical Committee.

With the appointment of four State Information Commissioners in May 2006, it was decided to hire additional office space in another building in Sector 17, close to the main office of the Commission. The Commission was fortunate that one of the new members, Mr. Surinder Singh, was a distinguished engineer with wide experience in civil construction and electrical engineering. Mr. Surinder Singh, State Information Commissioner was able to commission the minor civil works and interiors in the second premises of the Commission most expeditiously during the period July 2006 to October 2006.

The main office of State Information Commission Punjab accommodating CIC, administration and a court room is on two floors of SCO 84-85, Sector 17C, one floor of SCO 32-34, Sector 17, located close to the main office houses the office rooms of four SICs, and a second court room.

Later, during the year 2007, when four more SICs were appointed, office space was created for them in the two existing rented buildings. RTI Act envisages the State Information Commission as an autonomous, public friendly institution that should be conveniently accessible to the common citizens. The Commission is also expected to provide justice conveniently and expeditiously, in so far as the delivery of information from public authorities is concerned. It was felt important that the public should not perceive the Commission as a governmental institution, but as a regulatory and adjudicating authority in so far as any complaints and

appeals against public authorities are concerned. For these reasons, it was a conscious decision to locate the Commission's offices and court rooms in premises conveniently accessible to the common public, and not within amid government offices in the civil secretariat etc.

Feedback received from members of the public shows that the location of the Commission's office in the main market area of Sector 17 has been appreciated.

It may be noted that it is for a temporary period that the Commission is functioning from hired office premises. The Commission has requested the State Government to build a permanent and regular office for the Commission elsewhere.

Staffing and Personnel Management

The Commission as a basic rule has followed the precept "Small is Beautiful". In adopting a modern system of office management, the Commission has departed from the conventional hierarchical structure of functioning in government offices. A minimum number of office staff has been appointed, all of whom are computer literate. It has consciously been decided to engage no staff on a permanent basis, but to appoint qualified persons on contract or as retainers to perform specific designated tasks. The only person borrowed directly from the Government is Secretary to the Commission. From 21.02.06 to 18.09.06 in the year 2006, Sh. S.S.Sandhu a senior IAS officer held this post. After the State Government withdrew Sh. Sandhu for some other assignment, the Commission (in the year 2007) selected Sh. S.S.Grewal, a senior officer of the Defence Estates Service, a Central Service, for this assignment. The chart below shows the staffing pattern and mode of appointment.

Name of Post	Mode of appointment	No.
Secretary to Commission	From Government on deputation	1
Secretary to CIC	From a Public sector undertaking on deputation	1
• Legal Adviser	Retainership	1

<ul style="list-style-type: none"> • Manager Finance & Administration 	Contract	1
<ul style="list-style-type: none"> • Consultant Monitoring 	Retainership	1
<ul style="list-style-type: none"> • Systems Administrator 	Contract	1
<ul style="list-style-type: none"> • Deputy Registrar (Legal) 	Contract	1
<ul style="list-style-type: none"> • Data Entry Operators/Asstt. Librarian/Receptionist 	Contract	5
<ul style="list-style-type: none"> • Peon/Office messenger 	Contract	3

Staff attached with SICs/ Secy.	Mode of Appointment	No.
<ul style="list-style-type: none"> • Private Secretaries / Personal Assistants 	Contract	6
<ul style="list-style-type: none"> • Readers 	Contract	5
<ul style="list-style-type: none"> • Drivers 	Contract	6
<ul style="list-style-type: none"> • Peons 	Contract	6

Note: Personal staff of 4 SICs yet to be appointed. The pattern of appointment would be on contract.

Systems and administrative structure

The Commission has adopted Information Technology (IT) – enabled systems for office management, and also for work of the registry. The arrangements are described in Chapter 10 of this Report. When His Excellency, the Governor Punjab, General (Retd.) S.F. Rodrigues formally inaugurated the office of the Commission on May 11, 2006 State Information Commission Punjab became the first Information Commission in the country to have its own dedicated website. Apart from complete up-to-date information regarding its functioning, the website (www.infocommpunjab.com) carries all cause lists of matters listed for hearing, along with all adjudicatory orders. The status of disposal and pendency of all

cases of appeals and complaints before the Commission is updated on the Commission's website every month.

Rules by Competent Authorities

Section 2 (e) defines a "competent authority" as

- “(i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;*
- (ii) the Chief Justice of India in the case of the Supreme Court;*
- (iii) the Chief Justice of the High Court in the case of a High Court;*
- (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;*
- (v) the administrator appointed under article 239 of the Constitution;”*

Section 28 mandates that competent authority should make and notify rules as under:

- (1) *The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.*
- (2) *“In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—*
 - (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;*
 - (ii) the fee payable under sub-section (1) of section 6;*
 - (iii) the fee payable under sub-section (1) of section 7; and*
 - (iv) any other matter which is required to be, or may be, prescribed.”*

Section 28 requires, therefore, that

- a) the Hon'ble Speaker Punjab Vidhan Sabha, and
- b) the Hon'ble Chief Justice of the High Court of Punjab and Haryana is to notify Rules to carry out the provisions of the Act in respect of these august bodies. These two competent authorities had not notified their rules during the period under report. (Under Section 28(1) read with Section 2(a) of the Act, the Hon'ble High Court of Punjab & Haryana has notified the "Punjab Subordinate Courts (Right to Information) Rules 2007" on 14th August 2007).

4 Proactive Disclosures by Public Authorities

Under Section 4 of the Right to Information Act, it is obligatory for every Public Authority to:

- (a) Maintain records duly categorized and indexed in a form that facilitates the citizens' right to information under the Act. These should be wherever possible be in a form that is appropriate to be computerized.
- (b) Publish within one hundred and twenty days from the enactment of the Act 17 manuals as prescribed in the Act. These are termed Proactive Disclosures.

Proactive disclosures are mandatory under the RTI Act; many public authorities are not doing so. It is essential that these disclosures are easily accessible to the public and such disclosures will reduce the number of requests for information. There are 17 manuals that need to be published by every public authority. These should be in Punjabi and English.

Under Section 4(3) and 4(4) of the Act, all the public authorities are duty bound u/s 4(3) & 4(4) of the RTI Act to widely disseminate the information prescribed under Section 4(1). These should be accessible to the public through various means of communication including notice boards, newspapers, public announcements, media broadcasts, Internet etc.

It is also mandatory for all the public authorities under section 4(1)(c) & 4(1)(d) of the RTI Act to publish all relevant facts while formulating important policies or announcing the decisions which affect public and provide reasons for their administrative or quasi-judicial decisions. There have been many decisions by various government departments but these are not being put on the public domain. With increasing pro-active disclosure the request for information will reduce and there will be transparency as envisaged under the Act.

As per Section 4(1)(b) the 17 manuals/files that are required to be published by each Public Authority are:

1. Name of organization, its functions and duties.
2. Powers and duties of Officers and Employees.
3. Decision making process including channels of supervision and accountability.
4. Norms for discharge of functions.
5. Rules, Regulations, Instructions, Manuals and Records.
6. Categories of Documents under control.
7. Arrangement for Consultation with Public.
8. Boards, Councils. Committees etc.
9. Directory of Officers and Employees.
10. Monthly remuneration of Officers and Employees.
11. Budget Allocation to each of its agency.
12. Manner of execution of subsidies Programmes and Grants.
13. Recipients of Concessions Permits or Authorizations granted.
14. Information in Electronic form.
15. Facilities to Public for obtaining information.
16. Public Information Officers Details.
17. Other information that may be prescribed.

Public authorities should be encouraged to develop their own websites and provide information through them. Lists of public authorities under each administrative department must be published and constantly updated in order to remove any ambiguity in the matter.

Under the RTI Act, public authorities include institutions and non-governmental organizations which are controlled or are substantially financed by the government. Institutions such as Panchayati raj bodies, Cooperative banks, aided schools and colleges, management of religious institutions and places of worship, libraries, etc., which are either controlled or are substantially financed by the government, are also covered under the RTI Act.

Beginnings have been made in Punjab, but a lot still needs to be done to ensure that the Act is implemented in spirit. Some details are available on the public domain (www.rti.gov.in) with regard to various Public Authorities. An analysis of these is given here below:

- The number of Departments in Punjab is 47.
- 189 Public Authorities under these Departments have published information required.
- Of these 189, only 86 have published relevant information pertaining to the 17 manuals, details of APIOs, PIOs and Appellate Authority. It is further observed that that even in the information filed (17 manuals), there is little application and information published is vague and incomplete, and does not follow the spirit of the Act.
- Only 189 Public Authorities have published information as required under Section 4(1)(b) of the Act, whereas 575 Public Authorities have supplied information as required under Section 25.

**Department-wise Data Published on Government Website(rti.gov.in)
(As on 04/10/2007)**

S NO	Department		No of manuals available on website *	Details available of	
				APIO/PIO	AA
1	Agriculture and Forest				
		Department of Agriculture	18	Yes	Yes
		Department of Horticulture	15	Yes	Yes
		Department of Forest	17	Yes	Yes
		Department of Conservation of Soil	20	Yes	Yes
		Department of Wild Life	0	No	No
		Punjab Agro Food Corporation	17	Yes	No
		Punjab Agri Export Corporation	17	Yes	No
		Punjab Alkalies Chemical Limited	0	No	No
		Punjab State Forest Development Corporation	0	No	No
		Punjab Mandi Board	17	Yes	No
		PUNSEED	0	No	No
		Punjab State Seed Certification Authority	18	Yes	Yes
		Punjab State Warehousing Corporation	0	No	No
2	Animal Husbandry & Dairy Development				

		Department of Animal Husbandry	17	Yes	Yes
		Department of Fisheries	17	Yes	Yes
		Department of Dairy Development	17	Yes	No
3	Architect	Department of Architecture	17	Yes	Yes
4	Census	Department of Census	0	No	No
5	Cooperative				
		Financial Commissioner, Cooperation	17	Yes	Yes
		Registrar Cooperative , Societies	18	Yes	Yes
		The Office of Chief Auditor, Cooperative Societies	17	Yes	Yes
		Punjab State Cooperative Bank Limited	17	Yes	Yes
		Punjab State Cooperative Agriculture Development	17	Yes	Yes
		MILKFED	17	Yes	Yes
		MARKFED	13	Yes	Yes
		SUGARFED	24	Yes	Yes
		HOUSEFED	17	Yes	Yes
		PUNCOFED	17	Yes	Yes
		LABOURFED	17	Yes	Yes
		WEAVCO	17	Yes	Yes
		Punjab Institute of Cooperative Training	17	Yes	Yes
6	Education				
		Department of DPI (Elementary)	0	No	No
		Department of DPI (Secondary)	17	Yes	Yes
		State Council of Education Research & Training (SCERT)	17	Yes	Yes
		Punjab State School Education Board	17	Yes	Yes
7	Employment & Labour				
		Department of Employment	17	Yes	Yes
		Department of Labour	17	Yes	Yes
8	Elections				
		Department of Elections	17	Yes	Yes
		Punjab State Election Commission	0	No	No
		Chief Commissioner, Gurudwara Election	0	No	No
		Chief Electrol Officer Punjab	17	Yes	Yes
9	Excise &	Department of Excise & Taxation	17	Yes	Yes

	Taxation				
10	Finance				
		Department of Treasuries & Accounts	17	Yes	No
		Department of Pension & Pensioner's Welfare	17	Yes	No
		Department of Small Savings	17	Yes	No
		Department of Disinvestment	17	Yes	No
		Department of Local Fund Audit	17	Yes	No
		Apex Institute of Business Development	0	No	No
		Department of Lotteries	17	Yes	No
		Punjab Infrastructure Development Board	0	No	No
		Punjab Financial Corporation	0	No	No
		Department of Finance	17	Yes	No
		Directorate of Financial Resources & Economic Intelligence	17	Yes	No
		Directorate of Institutional Finance & Banking	17	Yes	No
S NO	Department		No of manuals available on website *	Details available of	
				APIO/PIO	AA
11	Planning				
		Department of Special Component Plan	17	Yes	Yes
		Punjab State Planning Board	30	Yes	No
		ECONOMIC & STATISTICAL ORGANISATION, Punjab	17	Yes	No
12	Food & Supplies				
		Department of Food & Supplies	17	Yes	Yes
		PUNSUP	17		Yes
		Punjab State Consumer Dispute Redressal Commission	0	No	No
13	Health & Family Welfare				
		Department of Ayurveda	17	Yes	Yes
		Department of Health & Family Welfare	17	Yes	Yes
		Department of Health Services	17	Yes	Yes
		Department of Homeopathic	17	Yes	No
		Punjab Health System	17	Yes	Yes

		Corporation			
		Council of Homeopathic System of Medicine	0	No	No
		Punjab Medical Council	17	Yes	No
		Department of Health Services (SI)	17	Yes	Yes
		State RCH Project Society, Punjab	17	Yes	No
14	Home Affair & Justice				
		Department of Police	17	Yes	Yes
		Department of Prisons	17	Yes	No
		Department of Home Guard & Civil Defense	11	Yes	Yes
		The Office of Administration General & official trustee	17	Yes	No
		Department of Prosecution & Litigation	17	Yes	No
		Punjab State Human Rights Commission	17	Yes	Yes
		Punjab State Law Commission	0	No	No
		Punjab Police Housing Corporation	17	Yes	Yes
15	Information Technology				
		Department of Information Technology	15	Yes	Yes
		Punjab Information & Communication Technology Corporation Limited (PUNJAB INFOTECH)	17	Yes	Yes
16	Industries & Commerce				
		Department of Industries & Commerce	17	Yes	Yes
		Punjab Village & Khadi Industries Board	17	Yes	Yes
		Punjab Agro-Industries Corporation	17	Yes	No
		Punjab Small Industry & Export Corporation	17	Yes	Yes
		Punjab State Industries Development Corporation (PSIDC)	17	Yes	Yes
		Punjab State Leather Development Corporation	0	No	No
17	Irrigation				
		Department of Irrigation	15	Yes	Yes

		Punjab State Tubewell Corporation	17	Yes	Yes
18	Public Health	Department of Water Supply & Sanitation	17	Yes	Yes
19	Public Works (B&R)				
		Department of Public Works (Building & Roads)	17	Yes	Yes
		Punjab Roads & Bridges Development Board (PRBDB)	17	Yes	No
20	Revenue				
		Department of Revenue, Rehabilitation and Disaster Management	0	No	No
		Department of Land Records	0	No	No
		The Office of Commissioner, Ferozepur Division	17	Yes	Yes
		The Office of Commissioner, Faridkot Division	0	No	No
		The Office of Commissioner, Jalandhar Division	14	Yes	No
		The Office of Commissioner, Patiala Division	17	Yes	No
		The Office of Deputy Commissioner, Amritsar	14	Yes	No
		The Office of Deputy Commissioner, Bathinda	0	No	No
		The Office of Deputy Commissioner, Gurdaspur	17	Yes	No
		The Office of Deputy Commissioner, Hoshiarpur	17	Yes	No
		The Office of Deputy Commissioner, Jalandhar	17	Yes	No
		The Office of Deputy Commissioner, Kapurthala	17	Yes	No
		The Office of Deputy Commissioner, Ludhiana	17	Yes	No
		The Office of Deputy Commissioner, Mansa	17	Yes	No
		The Office of Deputy Commissioner, Moga	17	Yes	No
		The Office of Deputy Commissioner, Muktsar	17	Yes	No
		The Office of Deputy Commissioner, Nawanshahr	10	Yes	No
		The Office of Deputy Commissioner, Patiala	17	Yes	No
		The Office of Deputy Commissioner, Rupnagar	17	Yes	No

		The Office of Deputy Commissioner, Fatehgarh Sahib	6	No	No
		The Office of Deputy Commissioner, Ferozepur	17	Yes	No
		The Office of Deputy Commissioner, Faridkot	17	Yes	Yes
		Punjab State Land Use & Waste Land Development Board	0	No	No
		The Office of Deputy Commissioner, Mohali	17	Yes	No
		The Office of Deputy Commissioner, Tarantaran	0	No	No
		The Office of Deputy Commissioner, Barnala	0	No	No
		The Office of Deputy Commissioner, Sangrur	17	Yes	No
S NO	Department		No of manuals available on website *	Details available of	
				APIO/PIO	AA
21	Rural Development & Panchayats				
		Department of Integrated Rural Development	0	No	No
		Punjab Rural Development Board	0	No	No
		Department of Rural Development & Panchayat	17	Yes	Yes
22	Social Security, Women Welfare & Child Development				
		Punjab State Women Commission	0	No	No
		Punjab State Social Welfare Advisory Board	0	No	No
		Department of Welfare	17	Yes	Yes
		Punjab State Social Welfare Board	15	Yes	Yes
		Department of Social Security and Development of Women & Children	17	Yes	Yes
23	Defense Welfare				
		Department of Sainik Welfare	17	Yes	Yes
		Punjab Ex-Servicemen Corporation	17	Yes	Yes

24	Welfare of SCs/BCs				
		Department of SCs/BCs Welfare	17	Yes	Yes
		Punjab State Backward Classes Commission	17	Yes	Yes
		Punjab State Scheduled Castes Commission	17	Yes	No
		Punjab SC land Development & Finance Corporation	17	Yes	Yes
		Punjab Backward Classes Land Development & Finance Corporation	17	Yes	Yes
25	Housing & Urban Development				
		Department of Town & Country Planning	0	No	No
		Punjab Urban Development Authority	17	Yes	Yes
26	Local Government	Department of Local Government	17	Yes	Yes
		Punjab Water Supply & Sewerage Board	17	Yes	Yes
27	Cultural Affair	Department of Cultural Affair, Archive & Museum	17	Yes	Yes
28	Hospitality	Department of Hospitality	17	Yes	Yes
29	Higher Education & Languages				
		Department of DPI (Colleges)	17	Yes	No
		Punjabi University, Patiala	0	No	No
		Guru Nanak Dev University, Amritsar	0	No	No
		Punjab State University Text Books Board	10	Yes	Yes
		Department of Languages	17	Yes	No
30	Legal & legislative Affair	Punjab Official Language Commission (Legislative) Legal Remembrance cell	0 0	No No	No No
31	Printing & Stationery	Department of Printing & Stationery	15	Yes	Yes
		Printing & Stationery, Patiala	17	Yes	Yes
32	Youth Services Welfare & Sports				
		Department of C-PYTE	17	Yes	Yes
		Department of Sports	17	Yes	Yes
		Department of Youth Services	17	Yes	Yes

33	Public Relations	Department of Information & Public Relations	17	No	No
34	Personnel				
		Punjab Public Service Commission, Patiala	17	Yes	Yes
		Punjab Subordinate Services Selection Board	17	Yes	No
		Department of Personnel	17	Yes	Yes
35	Science Technology Environment				
		Punjab State Council for Science & Technology	17	Yes	No
		Punjab Energy Development Agency	17	Yes	No
		Pushpa Gujral Science City, Kapurthala	15	Yes	Yes
		Department of Science & Technology and Environment	15	Yes	Yes
36	Medical Education & Research				
		Department of Medical Education & Research	17	Yes	Yes
		Baba Farid University of Health Sciences, Faridkot	0	No	No
37	Technical Education & Industrial Training				
		Department of Technical Education	17	Yes	Yes
		Department of Industrial Training	17	Yes	Yes
		Punjab Technical University, Jalandhar	0	No	No
		Punjab State Board of Technical Education & Industrial Training	17	Yes	Yes
38	Tourism				
		Department of Tourism	17	Yes	Yes
		Punjab Tourism Development Corporation	17	Yes	No
39	Transport				
		Department of Transport	17	Yes	Yes
		The Office of State Transport Commissioner	17	Yes	No
		PEPSU Road Transport Corporation	27	Yes	Yes
		Non-Commercial wing of	4	No	No

S NO	Department	Transport Department	No of manuals available on website *	Details available of	
				APIO/PIO	AA
40	Energy				
		Punjab State Electricity Regulatory Commission	17	Yes	Yes
		Punjab State Electricity Board	17	Yes	Yes
		The Office of Chief Electrical Inspector	17	Yes	Yes
		Department of Power	17	Yes	Yes
41	General Administration				
		General Administration Department	17	Yes	Yes
		Principal Resident Commissioner, GOP, New Delhi	6	Yes	No
		Punjab Raj Bhawan	17	Yes	Yes
		Political III Branch	17	Yes	Yes
		General Administration-CM Office	17	Yes	Yes
		General Administration - Freedom Fighter Wing	17	Yes	Yes
		Directorate of Removal of Grievances	17	Yes	Yes
42	Pollution Control	Punjab Pollution Control Board	17	Yes	Yes
43	Parliamentary Affair				
		Parliamentary Affair Branch	11	Yes	Yes
		Punjab Vidhan Sabha	0	No	No
44	Civil Aviation Department	Civil Aviation Department	17	Yes	No
45	Department of Archives	Department of Archives	17	Yes	No
46	Forests	Department of Forests, Government of Punjab	0	No	No
47	State Information commission	State Information commission	17	Yes	Yes

Legend

Incomplete Information

PIO-Public Informa
APIO-Asstt. Public
Information Officer

**AA- Appellate
Authority**

*** This indicates number of manuals appearing on RTI.gov.in website.
The required number of manuals for each Department is 17**

S No	Department Name	Request Received	Request Rejected	Disciplinary Action Taken	Total	Reason for Rejection (Section)	Registration Fee	Additional Fee	Total Penalty
1	Agriculture	472	9	0	8	0	51047	15144	0
2	Animal Husbandry & Dairy Development	18	0	0	0	0	1187	40	0
3	Architect	0	0	0	0	0	0	0	0
4	Census	0	0	0	0	0	0	0	0
5	Cooperative	202	9	3	0	0	4195	3392	1594
6	Education	179	6	0	6	0	13761	0	0
7	Employment & Labour	34	4	0	0	0	1472	72	0
8	Elections	1	0	0	0	0	10	10	0
9	Excise & Taxation	144	21	3	19	0	5396	2459	0
10	Finance	52	3	0	0	0	6238	0	0
11	Planning	13	0	0	0	0	130	2915	0
12	Food & Supplies	148	10	0	10	0	6704	24	0
13	Health & Family Welfare	49	1	0	0	0	790	916	0
14	Home Affairs & Justice	6288	145	0	144	0	574004	650	1090
15	Information Technology	0	0	0	0	0	0	0	0
16	Industries & Commerce	171	2	0	2	0	5790	3617	0
17	Irrigation	77	8	0	1	0	7238	0	0

18	Public Health	17	5	0	0	0	630	410	0
19	Public Works (B & R)	0	0	0	0	0	0	0	0
20	Revenue	842	13	0	12	0	16050	10889	0
21	Rural Development & Panchayats	0	0	0	0	0	0	0	0
22	Social Security, Women Welfare & Child Development	97	23	0	0	0	1803	0	0
23	Defence Welfare	0	0	0	0	0	0	0	0
24	Welfare of SCs / BCs	0	0	0	0	0	0	0	0
25	Housing & Urban Development	300	0	0	0	0	12041	13540	0
26	Local Government	411	5	0	6	0	7672	4484	4613
27	Cultural Affair	0	0	0	0	0	0	0	0
28	Hospitality	0	0	0	0	0	0	0	0
29	Higher Education & Languages	118	9	0	5	0	5141	3561	0
30	Legal & Legislative Affair	0	0	0	0	0	0	0	0
31	Printing & Stationery	0	0	0	0	0	0	0	0
32	Youth Services Welfare & Sports	2	0	0	0	0	65	0	0
33	Public Relations	0	0	0	0	0	0	0	0
34	Personnel	83	4	0	0	0	1964	4819	0
35	Science & Technology	15	0	0	0	0	160	192	0
36	Medical Education & Research	44	0	0	0	0	2588	0	0
37	Technical Education & Industrial Training	100	5	0	3	0	11796	5315	0
38	Tourism								
39	Transport	89	2	0	2	0	1548	642	0
40	Energy	77	0	0	0	0	3197	0	0
41	General Administration	13	0	0	0	0	790	70	0
42	Pollution Control	0	0	0	0	0	0	0	0
43	Parliamentary Affair					0	0	0	0
44	Civil Aviation Department								

45	Department of Archives								
46	Forests								
47	State Information Commission								
	Grand Total	10056	284	6	218	0	743407	73161	729

5 Monitoring the implementation of the RTI Act, in Punjab.

Introduction

As mandated by the Right to Information Act, the Commission has to monitor the implementation of the Act. Ongoing monitoring enables implementation efforts to be continuously assessed, reviewed and strengthened so as to achieve 'best practices'.

Under the Act the Commission has been given specific responsibilities to monitor the Act (Section 25) and is responsible for producing an Annual Report. In addition power is vested with the Commission under Section 19(8) to require public authorities to take action to comply with any part of the Act. Also under Section 25(3) (g) the Commission is to make recommendations for reform. This will happen when there is continuous monitoring of implementation.

This can be best achieved when all public authorities change from a 'paper based system' to a computer based system. This can not happen overnight and in the transition we have to work with a combination of 'paper based' and computer based systems.

To explain the requirements of reporting the Commission had invited various Heads of Department and explained in detail what was required to be done by them and the Public Authorities under their charge to meet their obligations vis-à-vis monitoring systems required under the Act. To ensure effective inputs and standardization, the Commission had designed a set of formats, which the Departmental Heads were to submit. These include details of all the public authorities within their preview. The information collected by the Departments was then to be uploaded directly onto the Commission's web site. These formats are available on the Commission's web site and each Department has been given a user name and password to enable them access and upload.

Based on the information received from Departmental heads, this report contains the following monitoring information:

- Details of Departments and the public authorities under them
- Number of requests for information made to each public authority.
- Number of decisions when access to information was denied and reasons thereof.
- Number of cases where disciplinary action was taken against an officer in respect of administration of RTI Act.
- Number of times various provisions were invoked and relevant sections of the RTI Act used while rejecting requests.
- Total Registration fee collected.
- Total additional fee collected.
- Total penalty levied and collected.

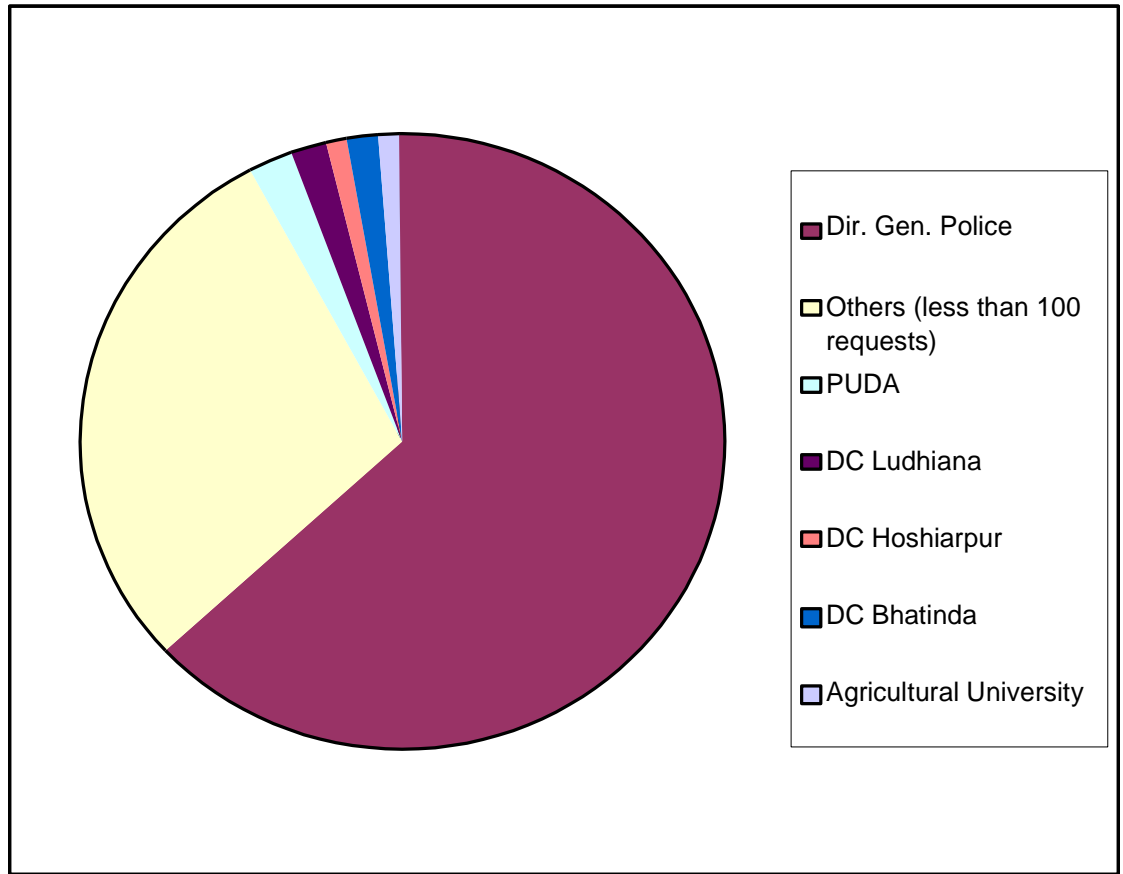
The statistics available in the annual report become an important monitoring tool in gauging the extent of implementation of the Act, and identifying public authorities that have not submitted adequate data, or incomplete data. This in turn will help identify departments, which require intervention by way of training or systems.

Analysis of reports received

Notes:

- Out of the 575 Public Authorities that have reported under section 25, only 6 Public Authorities (1%) have received more than 100 requests for information.
- These 6 have received 7127 requests i.e. 71%.
- Maximum requests have been received by the DG Police, 6259 or 62% of the total.

Requests for Information reported by various Public Authorities	
Director General of Police	6259
PUDA	210
DC Ludhiana	198
DC Hoshiarpur	119
DC Bhatinda	118
Agricultural University	117
Mandi Board	106
Others (less than 100 requests)	2929
Total Requests received.	10056

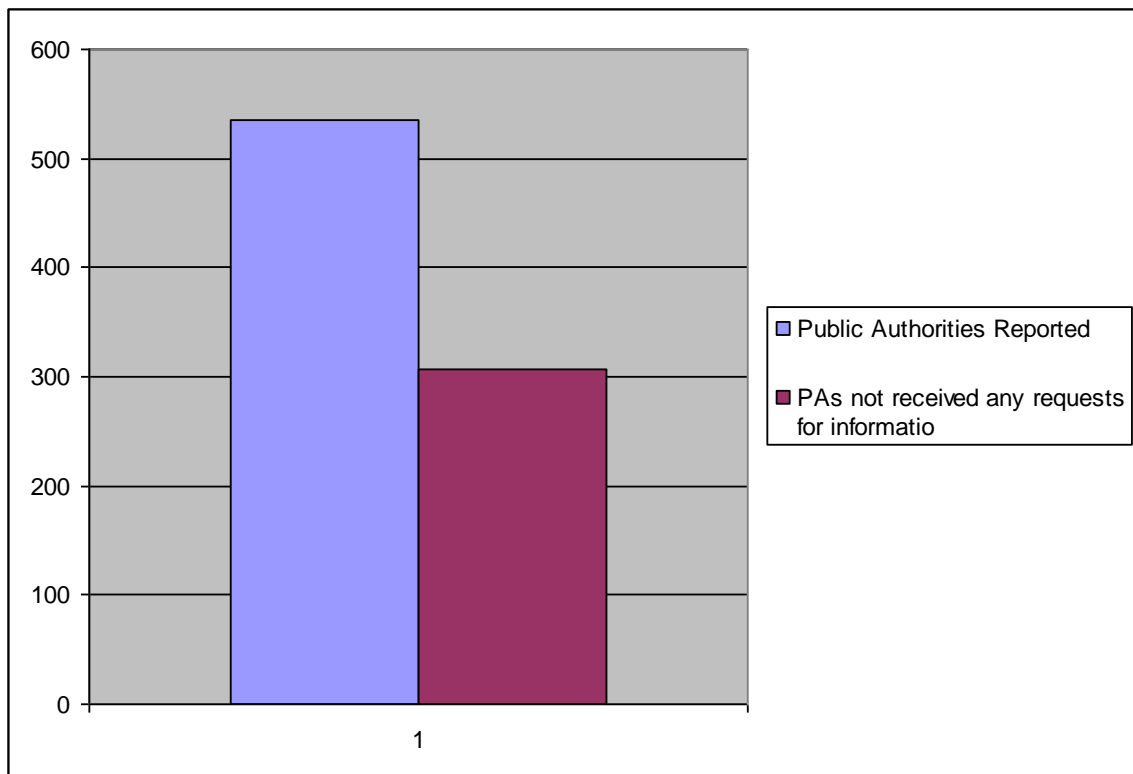


Requests for Information reported by Public Authorities			
Department	Total PA's reported under section 2	PA's that have received request for information	%age not received any requests information
Agriculture/FCD	55	44	80%
Animal Husbandry	4	2	50%
Architecture	-	-	-
Census	-	-	-
Cooperation	27	10	37%
Education	7	1	14.2%
Employment & Labour	5	1	20%
Chief Electoral Officer	1	-	0%
Excise & Taxation	48	26	54.2%
Finance	8	2	25.0%

Planning	2	1	50%
Food & Civil Supplies	4	-	0%
Health & Family Welfare	3	1	33.3%
Home Affair & Justice	9	4	44.4%
Information Technology	-	-	-
Industries & Commerce	6	1	16.7%
Irrigation	41	12	29.3%
Water Supply & Sanitation (Public Hea	4	2	50%
Public Works (B&R)	-	-	-
Financial Commissioner Revenue	25	2	8.0%
Rural Development			
Social Security Development of Wome Children	6	3	50%
Defence Welfare	-	-	-
Welfare of SC/BC	-	-	-
Housing & Urban Development	3	-	0%
Local Government	116	73	62.9%
Cultural Affairs	-	-	-
Hospitality	-	-	-
Higher Education	8	1	12.5%
Legal Remembrances	2	2	100%
Printing & Stationary	-	-	-
Sports & Youth Services	3	2	66.7%
Public Relations	-	-	-
Personnel	4	2	50%
Science & Technology	4	2	50%
Medical Education & Research	3	-	0%
Technical Education & Industrial Traini	114	102	89.5%
Tourism & Cultural Affairs	3	3	100%
Transport	14	6	42.8%
Power	3	2	66.7%
**CMO (Gen Adm.)	3	-	0%

Pollution Control	-	-	-
Parliamentary Affairs	-	-	-
Civil Aviation	-	-	-
Department of Archives	-	-	-
State Information Commission	-	-	-

- * **P.A.: Public Authority**
- * **CMO: Chief Minister's Office**



Rejection of Requests for Information By Public Authorities

Out of the 10,056 requests for information received in Punjab during the period under report, 284 were rejected by various Public Authorities. The major reasons for rejection are under section 8(1) (d), (e), (h), (i) and (j). However the maximum rejections were by Police (1450 citing the reason as 'others').

What more needs to be done

A beginning has been made. What is vital is that Department Heads understand their obligations under the Act, and take necessary steps to arrange appropriate training for all the public authorities and more specifically to functionaries within the public authorities who have been given specific responsibilities as designated APIO, PIO or Appellate authority. *

The statistics should be maintained by the public on a monthly basis sent to their Department Heads by the first week of the following month, who can then upload the data on to the Commissions web site.

6 Adjudication

The adjudicatory role of the Commission is delineated in Section 18 (**Powers and functions of Commission**), Section 19 (**Appeals**) and Section 20 (**Penalties**).

State Information Commission, Punjab became operational with the assumption of office by Chief Information Commissioner Punjab on October 18, 2005. Initially the institution of cases before the Commission for adjudication was small, since public awareness about the rights under the Act was limited, and also on account of the time-related procedural requirements as laid down in the Act. During the course of the year 2006 the number of matters for adjudication began to increase from month to month.

With the appointment of four State Information Commissioners on 17th May 2006, the Commission constituted four benches for adjudication, consisting of one division bench of Chief Information Commissioner and one State Information Commissioner, and three Commissioners sitting in single benches. The status of institution and disposal of complaints and appeals by the Commission during the year 2006 are below:-

	<u>Complaints</u>	<u>Appeals</u>	<u>Total</u>
1. Total number of cases pending as on 01.01.2006 (<i>instituted in December 2005</i>)	20	--	20
2. Total number of fresh Cases received between 1-1-2006 and 31-12-2006 (<i>No. 1+ No. 2 above</i>)	916	167	1083
3. *Total number of cases disposed of between 1-1-2006 and 31-12-2006	555	79	634
4. Total number of cases pending as on 1-1-2007	361	88	449

* *Commission's orders include*

- 1) *Issue of directions for supply of information, imposition of penalties and award of compensation if any.*
- 2) *Closure after confirmation of compliance of directions.*

Thus, during the calendar year 2006 as many as 58.5% of the complaints and appeals received during the period October 18, 2005 to October 31st, 2006 were finally disposed of.

From its very inception, the Punjab State Information Commission took special steps in order to achieve the first and foremost object of the RTI Act, 2005, which is that the information required by an applicant should become available to him quickly, efficiently and completely, and at the same time, in a manner in which justice and fair play should be perceived to have been dispensed to the complaints/appellants as well as to the respondent Public Authorities.

The Commission accordingly introduced systems and procedures that provide maximum convenience for members of the public. In this regard certain unique practices were adopted in line with the mandate of the Act.

- Citizens are encouraged to pursue their cases on their own, rather than take recourse to professional lawyers;
- During the process of adjudication, all Benches of the Commission conduct prompt hearings and avoid adjournments.
- In a majority of cases, the benches announce and record decisions in open court.
- All cause lists of matters for hearing are placed on the website well in advance.
- All proceedings, including interim and final orders are promptly displayed on the website www.infocommpunjab.com litigants can download all such orders conveniently.
- All litigants and even members of the public are invited to give to the Commission their feedback on their experience of implementation of RTI Act at all levels, and also to give any suggestions for improving the systems of delivery. *Annexure XIV* is the prescribed feedback form. The Commission reviews the feedback so received for initiating measures for improvement.
- Benches of the Commission frequently visit various district headquarters to conduct hearings in cases emanating from and involving public authorities in the geographical areas adjoining these district headquarters.

This helps to bring justice under RTI Act closer to the doorsteps, and avoids travel by the information seekers as well as officials to the state headquarters.

- It was realized very early by the Commission that the mere passing of an order requiring a Public Authority to give information to a litigant may not necessarily ensure that he will get it. Therefore, cases in the Commission are not finally disposed of unless the complainant/appellant confirms that the Commission's orders have been complied with and that he has received the information that he requires, to his satisfaction. Although this sometimes necessitates the adjournment of a case for confirmation of compliance, it highlights the necessity for following this procedure. The insistence on complete compliance of orders, over a passage of time, has also greatly enhanced willing compliance by the Public Authorities with the Commission's orders and the fulfilment by them of their duties under the RTI Act.

The public has generally welcomed the initiatives of the Commission to simplify procedures.

7 SPECIAL INITIATIVES TAKEN FOR DISCLOSURE OF INFORMATION

RTI Act, 2007 requires Public Authorities to improve their systems of management to facilitate the supply of information to the public. Several departments and functionaries of the State Government drew taken different initiatives to reform their information systems. In this chapter, thus senior officers of the State Government who have had maximum public interface describe the systems adopted by them.

- **Management of Information in the Public Works Department (Buildings & Roads)***

Punjab Roads and Bridges Development Board (PRBDB), implementation agency for World Bank aided Punjab State Road Sector Project (PSRSP) is amongst the first organization to become RTI compliant. Under the Right to Information Act, 2005, information related to functions and duties of PRBDB, a directory of PRBDB's officers and employees including their contact numbers, the monthly remuneration received by each of the officers and employees, names, designations and other particulars of the Public Information Officers and Assistant Public Relation Officers has been disclosed on the RTI website, <http://rti.gov.in>.

Under RTI Act 2005, the public has access to information on request i.e. after submitting demand to Public information Officers. PRBDB with the intent of enhancing transparency and for suo – muto disclosure of information related to PSRSP, has adopted a Disclosure Policy in compliance with RTI Act 2005. Under of the Policy, PRBDB has made certain voluntary disclosure as well as on demand disclosure of the information related to PSRSP. The Policy has the objective to enhance disclosure of information, facilitate Civil Society Oversight, develop a credible system to handle comments, grievances and develop effective monitoring systems.

* by Karan. A. Singh, I.A.S., Secretary, Public Work, Punjab

Modes of disclosure

Under Disclosure Policy, for disclosing information related to project details, project financing plans, budgetary allocation for the project, expenditure statements, resettlement action plan and project progress details, PRBDB has decided to disclose information through following modes:

- PRBDB website <http://prbdb.gov.in>.
- World Bank's Infoshop.
- Public Consultations.
- Public Information Kiosks.
- Print Media.
- Deputy Commissioner's Office.
- Village Panchayat Office.
- State and District libraries.

Disclosure of Information

a) Information disclosure through PRBDB web site relates to the following topics. The information is uploaded as available and to remain on web site through out the project cycle.

Procurement: Complete and updated information about all the ongoing and upcoming projects; all bid invitations and related documents i.e. Special Procurement Notice, Expression of Interest. Details about all the contracts awarded for consultancy services, as well as civil works.

Financial Management: Project Financing Plans, Budgetary allocation for the project, Expenditure Statement.

Resettlement Action Plan: R&R Policy adopted for PSRSP along with the translated version of the Policy in Punjabi and Hindi language, Corridor specific resettlement action plans, information regarding degree of impacts and entitlements. NGO's monthly progress report containing information related to extent of land and other immovable

properties to be acquired, number of joint accounts to be opened, amount of compensation disbursed to number of titleholders, assistance disbursed to number of title holder and non-titleholder project affected persons. Details of the training imparted to number of project affected persons for income restoration. For redressal of grievances, information pertaining to the number of cases registered with Grievance Redressal Committee and cases redressed through consultations.

Environment Management: Environment Assessment Summary, Environment Screening & Scoping Report and Corridor specific Environment Management Plans.

Engineering: List of roads undertaken for improvement, start and end points of each road, details of proposed work e.g. details of widening, junction improvement , drainage , traffic safety, physical and financial progress of each contract, contract details of concerned division, contractor and consultant. Completion program with mile stones and completion dates.

Institutional Development Strategy: Long term strategy for road sector by mid term review report, state of network report, user satisfaction survey, and project outcome and out put indicators.

b) *Public Consultations:* Information related to the project, social / environmental impacts has been disclosed through one to one contact and group discussions with different stakeholders. Consultations were held in villages by giving advance intimation. 88 such formal and informal sessions have been held throughout the state of Punjab. Proceedings of these consultations have been incorporated in Resettlement Action Plan. All the photos of public consultations have been uploaded on the PRBDB website. Resettlement & Rehabilitation Policy adopted for minimizing adverse social impacts was distributed among project affected persons. Information brochures have been printed for all the road corridors containing information about length of road, details of proposed work, name of important towns/villages on route and were distributed during consultations to create awareness in public about the ongoing project. Sample of the information Boucher is enclosed at Annex 'A'.

c) *Public Information kiosks:* Information kiosks have been set up at project sites to give free access to public regarding information related to the PSRSP. In

the kiosks information pertaining to name of project, its duration, project cost, construction drawings, degree of social and environment impacts, entitlements of project affected persons has been kept in public domain. A register has also been maintained to record any complaints and suggestions on the project. Contact number and address of implementing agency and concerned engineers is kept for redressal of any query.

- d) *Display boards at sites:* Two display boards have been installed at every project site, i.e. one at entrance and other at exit of the road corridor. Through display boards, information regarding name of the project, name of the project corridor including its length and chainage, name of funding agency, name and address (including phone numbers) of the contractor and concerned engineer, total duration of the project, expected time for completion of the project and total cost of the project.
- e) *Deputy Commissioner's Office and State/District libraries:* Summary of resettlement action plan and environment assessment has been kept in Deputy Commissioner's office and state/district libraries so that public can easily access it.
- f) *Village Panchayat Office:* Information pertaining to Resettlement and Rehabilitation Policy, extent of acquisition of land and other immovable properties, impact of common property resources, degree of loss to project affected persons and their due entitlements in terms of compensation and assistance, number of cases registered under Grievance Redressal Committee and cases redressed is under disclosure to public through village panchayat offices.
- g) *Civil Society Oversight:* Besides disclosing information through above means it has also been decided to facilitate civil society oversight by inviting independent observers from local universities or other independent institutions during procurement and implementation process. Civil Society Oversight will also be encouraged during construction of roads.

Grievances Handling System:

- For grievance handling, recording and appropriate referral of all incoming grievance/ complaints will be undertaken by PRBDB. PRBDB will respond to all complaints, received from any source within seven days of receipt with a copy to Chief Engineer (National Highways), Chief Vigilance Officer (PWD), PRBDB and the World Bank. A Comments, Suggestions and Grievances Handling component will be included at the PRBDB web site '<http://prbdb.gov.in/>' and this will be updated on a monthly basis.
- For the complaint mechanism to function efficiently, the information concerning the alternative conduits for complaint (telephone 'hotline', dedicated email address and PO Box) shall be widely publicized. The public will be encouraged through web based campaigns, newspaper advertisements and displays on hoardings at highly visible locations, to provide information of any misconduct, misappropriation and grievance caused to any member of the public and seek to redress such grievance.
- Policy describing incentives: PRBDB will formulate a policy to award recognition to members of the public with a view to promote public participation. Members of the public will be awarded some recognition such as a certificate of excellence or felicitation at a public ceremony with or without a monetary reward, if as a result of any information provided by them cost savings is achieved or charges of misconduct and misappropriation are proven. Simultaneously strict disincentives will be announced for the erring members of the departments.
- To ensure independency and reliability of the system, the mechanism will include provision for follow up investigations of complaints by internal auditors or third party.

Monitoring

- 1) Disclosure of information will be supervised by following means:
 - By checking the frequency and comprehensiveness of website updates.
 - By checking the distribution of materials to key participating Civil Society groups & Panchayats.
 - By checking the comprehensiveness of information available at Public information Kiosks.
- 2) The complaints handling system and the system of sanctions and remedies will be supervised through:

- Periodic review of statistics based on records kept on the website of PRBDB.
- Field level checks to ensure that problems are being reported and acted upon.

RTI AND PUNJAB POLICE *

Punjab Police earned the distinction of being one of the first organizations of Punjab Government to successfully implement the Right to Information Act, 2005, in its true spirit. It goes to the credit of Punjab Police that it adopted a pro-active stance even before the Act became effective. It did its ground-work well and was consequently the first to be off the mark in operationalizing the provisions of the Act. Not only was it the first organization of the State to post the relevant information on the national-portal i.e. rti.gov.in, it was also one of the first to bring out a well-documented manual as prescribed under the Act.

Implementation of the Act pre-supposes a change in mindset. In the case of Punjab Police, the long drawn battle against terrorism had only further strengthened the colonial legacy, namely, that questioning was the prerogative of the police and not of the ordinary citizen. However the top leadership of the State Police welcomed this idea of opening up and of ushering in transparency. The need for transparency in the working of the police was highlighted in the mission statement of the State Police. In a positive departure from official apathy, the department had decided to treat noting as part of the main file for the purposes of dissemination of information much before a decision in this regard was given by the Central Information Commission.

The State Police received more than 6,200 requests under the Act till the end of year 2006. Information was denied only in 144 cases while it was furnished in the remaining over 6,000 cases. An analysis of the complaints received revealed that over 90% of the complaints pertained to procurement of enquiry reports. Majority of these enquiries related to cases where investigations were already being carried on. These enquiry reports were not made part of the case file, and hence the heavy demand for their content.

One of the main reasons for the successful implementation of the Act by Punjab Police was its conscious decision to designate Senior Superintendents of Police as the State PIOs as far as district police was concerned. At the State level, Inspector General of Police, Headquarters is designated as State PIO. This has led to an active involvement of the senior leadership of the Police department in the implementation of the Act. All station house officers

** by Suresh Arora, IPS, I.G. Police, Headquarters, Punjab*

are designated as APIOs for purposes of the Act. Indirectly, the Act has also contributed positively in the rollout of the computerization plans of the department. Already, a Local Area Network has been put in place in the State Hqrs of the Police and it is expected to connect all districts/units by way of Wide Area Network in the near future. In the intranet of the department, already the concept of shared folders is being implemented so as to facilitate a faster exchange of information among the various wings of the organization. It is planned to make a large amount of information available to the public directly through the internet.

A large volume of literature in the form of pamphlets, hoardings etc. has been brought out by the State Police in order to make public aware about the various provisions of the Act. The Police Department has also conducted many in-house training programmes including one conducted jointly by Commonwealth Human Rights Initiative at Punjab Police Academy, Phillaur.

IMPLEMENTATION OF RIGHT TO INFORMATION ACT 2005 AT NAWASHAHR (DEPUTY COMMISSIONER OFFICE)*

1.0 The Right to Information Act, 2005 came into effect from 1-10-2005 so as to secure access to information under the control of public authorities. It has been an objective of the Right to Information Act that transparency and accountability in working of the every public Authority is promoted and ensured. It has been an experience that people ask for information only when they need it i.e. when their grievances are not redressed by the appropriate authorities. To redress this problem, efforts were made in the Deputy Commissioner Office to deliver the services and redress the grievances of persons even before the Right to Information Act came into operation.

2.0 With the objective of changing mind set of the Government officers, a separate state of the art Suwidha Centre was constructed at the district headquarter in a record time of four months. Suwidha Centre is a two storeyed building incorporating all the facilities including centrally air conditioning, computers at all the 26 windows, and all services right from providing stamp papers upto documents for preparation of passports. The major services include attestation of affidavits on the spot, delivery of birth and death certificates, passport applications,

** by Krishan Kumar, I.A.S. formally Deputy Commissioner, District of Nawanshahr, Punjab*

registration of marriages, countersignatures of documents, arms licenses, renewal of arms licenses, driving licenses, registration of vehicles, collection of electricity and telephone bills, delivery of copy of revenue record and court orders in a time bound manner. Almost 1000 people visit the Suwidha Centre on every working day. Software has been provided for all services so as to facilitate effective monitoring of applications in a time bound manner.

3.0 Many members of the public had been seen to complain of harassment at the hands of officials for such matters issuance of marriage certificates, issuance of bus passes to senior citizens, old age pensions and getting their other work done particularly for registration of sale deeds, obtaining copy of revenue record and demarcation of land etc. Although, there is a shortage of almost 40% of the staff at the grass root level i.e. village patwari but with small intervention, through the new arrangements it has been possible not only to reduce the requirement of staff, but it has also been made possible to reduce the delays to a substantial extent. The service namely “Patwari at your Call” has been introduced in district Nawanshahr since 1.8.2005. Under this service a toll free number 655501 has been provided. Software has also been prepared incorporating mobile telephone numbers of all the patwaris etc. An applicant desiring to have a copy of revenue record or to redress his grievances can dial this number at any time of a night or day. Once an applicant submits the details on this toll free telephone number, a call is made immediately to the village patwari to provide copy of such records to the Suwidha Centre. Suwidha Centre with the help of courier service further passes all such documents at the residence of the applicant within a period of 48 hours from the time of first call made by the applicant. This telephone number is not only available to the residents of the

Nawanshahr. People residing abroad have also been making use of this facility. Many residents of the districts settled abroad, who were not able to get their work done due to non accessibility to the Govt. officers, are now in a position to record their grievances on this telephone number. The service of "Pawari at your call" has not only given relief to the public who generally had been complaining of the non availability of the patwaris in their office but has also reduced public interface with the Govt. officers.

4.0 In so far as checking the scope of corruption during registration of documents is concerned, a software has been developed to register these documents through computers. All telephone numbers of both vendor and vendee are recorded and sent to Suvidha Centre where an official confirms from all the vendors & vendees. This is expected to prevent officials from exploiting their position. Moreover, close circuit T.V. cameras have been installed in such offices and the same are being monitored in the D.C. Office.

5.0 Another grey area where the public in general earlier faced great difficulties was regarding entering and attestation of mutation of immoveable property. To tackle this problem, software has been developed capturing all the registered sale deeds at the initial stage of registration of deeds. Mutation fee is also collected at the time of registration of such documents and such sale deeds are required to be compulsorily entered within a period of 14 days by the village patwari. In case any mutations are not entered in respect of some sale deeds, the computer generates a list of such documents immediately. The concerned Patwari is communicated through a telephone call and is asked the reasons as to why he has not been able to enter the mutation. Similarly, once the patwari enters the mutation, the same is supposed to be decided the Revenue Officers within a period of one month. Again a list is generated by the computer if revenue officer does not decide a mutation within prescribed period. Complete net working of the Govt. offices particularly office of D.C. office, Tehsildar. S.D.M. office has enabled the administration to monitor the delays, if any

6.0 The above actions had preceded the Right to Information Act. After advent of RTI Act some special steps were taken to implement Act in true letter and spirit. To begin with, it was learnt that people seeking information donot even know how to apply for seeking a particular information under the RTI Act. The problem becomes even more serious when the various public authorities are scattered all over the town. Added to this,

there is a problem of depositing of fee for seeking information which is required to be paid in the Treasury

7.0 To overcome all these problems a dedicated window for Right to Information Act was opened in Suvidha Centre where other applications/grievances are also redressed. Sub section 3 of Section 6 of Right to Information Act, 2005 clearly provides that where an application is made to a public authority requesting for information which is held by another public authority, then the application shall be transferred to such an Appropriate Authority by the Authority who has received the application. By making use of this already existing provisions in the Act, applicants were at liberty to move their application in the Deputy Commissioner's office, Suvidha Centre wherein they have the liberty/choice to make the payment of fee in cash and in turn get a receipt. The whole system is computerized and even the forwarding letter/memo is automatically generated on the address of the particular public Authority who is required to give the information. The applicant is also informed then and there, that is, on the spot. Provisions have been made in the software whereby monthly reports can be generated or at any other record at any interval showing the pendency of such applications towards a public authority. Even suitable reminders or a wake up call can also be generated through the software relating the public authority that the prescribed period to provide the information is likely to be over by such and such date.

8.0 Implementation of RTI Act is reviewed as one of the agenda items of meetings of all District Heads at the level of DC where various public authorities are asked to explain and the reasons for any delay in delivery the of information.

9.0 To make the information easily accessible to the people in general, complete networking is being provided in the offices of Deputy Commissioner, SDM and Technical Officer and the complete information including the registration of birth and death, registration of mutations, funds sanctioned and released to various departments for development works in all the villagers and Municipal Towns , court orders passed by various special judicial authorities are available in Suvidha Centre. All this information is being made available on touch screen kiosks system cues, where on mere touching of the screen relevant, the information is displayed. In case an attested copy of this information is required, the same can be produced at the window dedicated for the purpose

8 ENGENDERING A CULTURE OF OPENNESS INGOVERNMENT: TRAINING – A CRUCIAL INPUT

*Maja Daruwala and Venkatesh Nayak**

The Right to Information Act, 2005 is more than a mere law that gives effect to people's fundamental right seek and receive information from public authorities. This seminal law mandates a sea change in the very manner in which public bodies conduct their business, in addition to defining the scope and the limits of the citizen's right to know what they do in his/her name and describing the procedures necessary for obtaining access to their records. In one fell sweep, the RTI Act replaces the age-old hegemony of secrecy with transparency as the guiding principle of public decision making. The establishment of the notion that all information held by Government can be accessed by any citizen, living anywhere in the country, unless exempted within the contours of the Act itself, has an incredibly democratising impact – public authorities and public officers suddenly become mere custodians of information and the general public its rightful claimants. Understanding the implications of change in one's status and rising up to the demands of a change in attitude towards an inquisitive citizen is not an easy task for any person who has joined the civil services swearing an oath to maintain secrecy unless otherwise instructed. Sensitisation and training of officers are absolutely crucial to managing this transformation in attitudes and ensuring that the objectives of the RTI Act are realised in letter and spirit.

State Level Orientation Seminar

Since May 2005 CHRI has been instrumental in designing some of the earliest orientation seminars and in-depth training workshops for officers, tasked with various duties under the RTI Act, and also developing training materials for workshops held at the Central level and in many of the States. It brought the rich experience gathered over the course of many such programmes to a State level Orientation Seminar for senior officers held in Chandigarh in October 2006. Close to 100 officers of the rank of Principal Secretary, Secretary, Director and Under Secretary attended this day long event organised in collaboration with the Government of Punjab and the Department of Information Technology (DIT) – the administrative department overseeing the implementation of the Act. Resource persons from CHRI were complemented by senior faculty from the Institute of Secretariat Training and Management which has conducted several in-depth training workshops for Public Information Officers (PIOs) and Appellate Authorities (AAs) at the Central level. The seminar

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benefited in a big way by the presence of all members of the State Information Commission led by the State Chief Information Commissioner, Shri Rajan Kashyap. The seminar provided detailed feedback to the DIT regarding the instructions that needed to be issued for the designation of PIOs, Assistant PIOs (APIOs) and AAs at various levels of government, preparation of information that is required to be proactively disclosed under Section 4(1)(b) of the Act, establishing systems for convenient payment of fees and such other operational procedures. The seminar was found to be particularly useful in understanding the nature, scope and the context of applicability of exemptions to disclosure mentioned in Sections 8 and 9.

Departmental Seminars

The State level seminar had its ripple effect as more and more departments realised the importance of providing training for their officers in understanding the implications of the RTI Act. It would also be safe to assume that the errors in the decisions made by untrained PIOs and AAs overruled by the State Information Commission prompted the heads of various departments to give a serious thought to conducting orientation programmes for their officers. CHRI was invited by the Directorate of Higher Education in December 2006 to hold a seminar in Ludhiana for PIOs of government colleges affiliated to various universities in Punjab. Close to 80 lecturers and professors participated in this half-day seminar which was addressed by the State Chief Information Commissioner. The implications of providing access to evaluated answer scripts to students appearing in various exams were a major topic for discussion.

Earlier in November, CHRI had organised a half-day seminar on the implementation of RTI Act within the Police Department, in collaboration with the Maharaja Ranjit Singh Punjab Police Academy. Given the nature of law enforcement duties they are tasked with, PIOs of the police department receive many information requests that may attract one or more exemptions to disclosure. More than 40 officers of the rank of Additional Director General of Police, Inspector General of Police, Deputy Inspector General, Senior Superintendent of Police, Superintendent of Police and Inspector of Police participated in the discussion. Detailed examination of the exemptions helped them arrive at a better understanding of the circumstances under which they may be invoked instead of using them as an excuse to deny access to police records for no legitimate reason. The State Chief Information Commissioner who addressed the gathering appreciated the high rate of disposal of information requests in the police department and the fewer number of appeals being filed against before the State Information Commission as compared to some other public authorities. Senior members of the police administration agreed to look into the possibility of designating APIOs at the level of police stations in order to receive information

requests from people who would otherwise have to approach the SSP who is the designated PIO in all districts.

In April 2007, CHRI was invited by the Department of Forests to hold a day-long sensitisation seminar for its officers based at the headquarters and in various districts. Close to 50 senior and middle level officers including the Principal Secretary and the Finance Commissioner participated in the deliberations. The State Information Commissioner participated in the afternoon session and responded to several queries raised by the PIOs. One major concern expressed was about handling requests for voluminous information. The resource persons offered possible alternatives to handling such requests in light of recent rulings by the State Information Commission as well as the Central Information Commission interpreting Section 7(9) of the RTI Act.^Ψ

CHRI held a day-long seminar in July 2007 for the benefit of more than 100 senior and middle level officers of the departments of agriculture, horticulture, soil conservation and 10 other related departments and public authorities. The State Chief Information Commissioner addressed the gathering with a presentation on the state of implementation of the RTI Act in Punjab and the performance of the State Information Commission in disposing appeals and complaints. Several procedural aspects relating to the disposal of information requests and appeals formed the crux of the discussion. A particularly difficult area that was the subject of discussion was the state of records maintenance and management in the participating public authorities. Participants noted that unless immediate attention was focused on improving records maintenance meeting the information requests of citizens within the stipulated deadline would become more and more difficult.

Division and District Level Seminars

Till date CHRI has conducted one division level seminar and one district level seminar in Punjab. The division level seminar organised jointly by the Divisional Commissioner, Ferozepur Division and the Deputy Commissioner, Moga District was held in Moga in April 2007 and was attended by close to 80 officers working in the districts of Ferozepur, Moga and Faridkot. The State Chief Information Commissioners and three State Information Commissioners addressed this day-long seminar. A half-day seminar was organised at Nawanshahr by the Deputy Commissioner in July,

^Ψ Section 7(9) requires that the PIO provide the requestor information in the form in which he/she seeks to receive it unless doing so would disproportionately divert the resources of the public authority or be detrimental to the preservation of the record. This section cannot be used to deny access to information just because a large amount of information has been requested. Instead access must be provided in any other form that is more cost effective such as inspection of the original records.

2007 for the benefit of more than 800 officers working in the district of Nawanshahr. The discussions in both seminars focused on the roles and responsibilities of PIOs, APIOs and AAs and the procedure for handling information requests. Nawanshahr having established a single window system for receiving information requests at its Suvridha Centre can become the model for other districts to emulate in terms of creating convenience for citizens applying for information.

Other Public Authorities

CHRI was invited by the Punjab State Electricity Board (PSEB) in October 2006 to conduct a day-long seminar for its senior and middle level officers at Patiala. PSEB being a public authority which deals with a large customer base had obvious concerns of being flooded with numerous information requests from aggrieved consumers. Resource persons allayed these fears by impressing upon them the importance of preparing comprehensive documents under their proactive disclosure obligations so that the number of formal requests may come down. PSEB has since requested CHRI to hold more such seminars at its zonal headquarters.

Impressions Gathered, Lessons Learnt

Overall CHRI perceived no pronounced hostility amongst participants towards the RTI Act unlike its experience in some workshops in other states. This is understood as a positive entry behaviour in training parlance and makes the job of the faculty and trainers much easier. The numerous questions raised by participants in every seminar only indicated their eagerness to clarify the procedural aspects of giving citizens access to information. It was also recognised that a majority of the public authorities had very little information that was sensitive, attracting any of the exemptions to disclosure. The eagerness of the participants to gain a better understanding the provisions was evidenced by an almost complete lack of rhetorical and impudent questions about the desirability of having such a law in a developing country like India. The conscious approach of the training focused on balancing the rights of citizens protected under the Act with the responsibilities of PIOs and the various procedural protections available to them also helped alleviate many of the initial concerns in the minds of participants.

The seminars held in collaboration with these departments and public authorities were a learning experience not only to the participants but also to resource persons of CHRI. Given the time constraints and audience size (sometimes running into several hundreds) stipulated by the local organisers CHRI had to tailor the learning according to specific requirements. It may be noted that all events conducted were in the seminar mode and there was no occasion to hold an in-depth workshop into the subject. If such learning events are to reach deep down to understanding the

intricacies of the provisions of the Act they need to be held in a workshop mode. What was observed was that many participants were eager to know what decision they were required to take on a pending application or sought a validation of a decision already taken on an information request. This was in addition to the general doubts they had about various provisions of the Act. The purpose of training of PIOs and AAs should be to equip them with the capability of applying the various provisions of the Act to each and every case rather than spoon feed solutions. This can be accomplished with the help of simulated exercises which cannot be conducted in a few hours available in a half or one day. However such in-depth training could not be conducted as the local organisers preferred short duration events which would at best clarify the doubts in the minds of their PIOs. Nevertheless it may be said based on the informal conversations with participants that they went back home satisfied as many of their doubts about the Acts provisions got clarified. It may be noted here that clarification about the circumstances under which an officer may face monetary penalty considerably reduced their worries about the Act.

The seminars were also used by the local organisers as an opportunity to take notes on what orders, instructions and circular they needed to issue to aid the PIOs and AAs in their decision-making. These were based on the recommendations that participants themselves came up with – for example, the need for setting up committees to compile information that is required to be proactively disclosed; the need to identify the various circumstances in each department when information can be legitimately withheld by applying one or more of the exemptions and the need to develop a mechanism for providing PIOs and AAs with access to the trend setting decisions of the State Information Commission. CHRI has not been able to follow up with the respective organisers as to whether these recommendations have indeed translated into guidelines or instructions issued by the concerned public authorities, due to paucity of time and resources.

Recommendations

CHRI's training interventions in Punjab have been at variance with its preferred mode of conducting officer training programmes in other States. Given the limited capacity in terms of human power and resources available at its disposal, CHRI has preferred to conduct training programmes in the training of trainers (TOT) mode. This model has worked well in states like Uttarakhand, Chhattisgarh and Tamil Nadu where CHRI linked up with the respective Administrative Training Institutes (ATI) to train a group of 50 to 100 officers in the intricacies of the Act and also equip them with the capacity for training other officers in their own departments. This TOT strategy ensured that a corps of trainers was created which then conducted more training programmes on its own without inviting CHRI to every workshop. However follow-up workshops at

regular intervals were held to assess the progress made. The linkage with ATI was missing in the series of seminars conducted in Punjab. It is hoped that the Government of Punjab would impress upon the ATI to play a prominent role in developing local capacity to train officers for understanding and implementing the RTI Act. Furthermore departments and public authorities would also benefit by creating similar in-house expertise by paying more attention to capacity building of their senior staff who could be moulded into becoming trainers on RTI.

It is also necessary to develop a feedback mechanism to evaluate the impact of such training sessions. A standard way of doing it all preferred by many trainers is to get participants to fill out evaluation forms at the end of every workshop or seminar. While this exercise provides quality input about the effectiveness of the teaching sessions and educational materials distributed to participants, it does not help the organisers or the local sponsors to ascertain the long term impact of these training programmes. The objective of these training programmes is also to bring about attitudinal change towards citizens and make the participants appreciate the new culture of transparency that they are required to adopt in their working. It is necessary to develop methods of assessing the performance of participants over a period of time to gauge whether they are putting their learning to effective use. Some parameters for measuring impact could be the comparative data on the number of decisions of rejection issued by PIOs measured against a baseline survey conducted prior to the training programmes. Conducting such impact assessment exercises which in turn can be used as feedback for designing and conducting refresher courses for PIOs and AAs, requires the committed involvement of both the State Government and the ATI with the State Information Commission monitoring the progress made. It is hoped that all stakeholders concerned will together develop a well planned strategy to provide regular training for PIOs and AAs and also mainstream RTI into all training programmes conducted for public servants in Punjab in future.

9 MEDIA AND THE RIGHT TO INFORMATION ACT

During the first year of the advent of RTI Act, the level of public awareness about information freedom was admittedly low. The media has played a significant role in creating some awareness among the public about their Right to Information guaranteed under the legislation. How the right to information can assist citizens to participate constructively in democratic governance requires the media to enlighten the public, even as the public authorities take the first steps for opening up their functioning to the public gaze.

RTI is one potent instrument in the hands of the common man that can help him to participate in governance: it gives a key to the citizens to access and acquire locked up information and knowledge, the touchstone of democracy and development, from every 'public authority'. The Act envisages a paradigm shift by making 'confidentiality and secrecy' an exception, 'disclosure and transparency' the rule.

The Act defines 'public authority' as follows: *"Any authority or body or institution of self-government established or constituted by or under the Constitution; by any other law made by Parliament; by any other law made by state legislature; by notification issued or order made by the appropriate government, and includes any body owned, controlled or substantially financed; non-government organization substantially financed, directly or indirectly by funds provided by the appropriate government"*.

Even a *"private body which can be accessed by a public authority under any other law for the time being in force and holds"* is covered by the provisions of the Act.

The Concept: Seekers and delivers & information

It is now recognized that in any functioning democracy the people must know what the government does with their money and that public functionaries must explain the why and how of the decision-making. This right is also a "safeguard against oppression and corruption", as Justice K. K. Mathew of the Supreme Court had said in one of his judgments.

'The Right to Information Act, 2005: A guide for Media', published by National Implementing Agency in July 2006, quotes a World Bank report, 'Legislation

on Freedom of Information: trends and standards' that states: "Over 50 countries now have freedom of information laws and another 15-20 are actively considering adopting one".

The NIA document provides glimpses of the evolutionary process that led to the birth of the Right to Information Act on October 12, 2005. It refers to a mass-based movement and role of the Mazdoor Kisan Shakti Sangathan in Bhim Tehsil of Rajasthan; an organization that in the 1990s had sought copies of the bills and vouchers and names of persons, who had been shown on muster rolls for the construction of schools, dispensaries, small dams and community centres as having been paid wages.

It is in this backdrop that one can understand how the media can help the citizens to take full advantage of the provisions of the Act. Since the inception of RTI Act, not only have individuals made use of this Act. Even several NGOs---non-government organizations--- have invoked the Act for certain public causes.

Since its inception, the State Information Commission, Punjab, continues to play its role not only in helping people obtain information but also in sensitizing the official functionaries at different levels besides creating public awareness.

The Commission endeavours to maintain a delicate balance between the citizens and the public authorities while ensuring that the Act is implemented in letter and spirit and also that there is no undue harassment of either the applicant or the public authority.

The Act has a provision for imposition of penalty on public information officers found responsible for unjustified delay or denial of information, or for award of compensation to complainants/applicants for "detriment" suffered by them. Penalty is paid by the defaulting official from their own pocket or is deducted from their pay, while the department concerned pays compensation out of government funds.

The Act lists categories of items of information that a citizen can seek. The role of the Commission is that of a catalyst. It is a bridge between the information seeker and giver and ensures smooth, quick flow of information from the public authority to the citizens.

It is observed that initially many seekers have sought information on matter personal to them. As awareness increases, demands for information linked to public causes are likely to enlarge

A perceptible change is already visible in the attitude of officials designated at the grassroots for the purpose of providing information. New ground rules and realities as ordained in the Act are emerging. This is discernible from the alacrity in response of the public information officers: nodal officers, who collect, collate and provide the required information to an applicant and appear before different benches of the Commission.

The Role of the Media

The media too is becoming more conscious of its social responsibilities consequent to the coming into operation of the RTI Act.

Inevitably, the response in the media to the mechanism for redressal under RTI Act has been mixed. Many reports in the print and electronic media have welcomed the concept of information freedom, and have also commended the role of the Commission in assuring prompt delivery of information during the adjudication process. Some media reports have carried views of certain NGOs that the Commission has not imposed penalties on PIOs who did not supply information within the stipulated period. As against this views have also emerged that the Commission is excessively strict in penalizing defaulting PIOs.

The mixed perception in the media about the efficacy of RTI Act and its implementation underlines the need of a balanced and judicious approach in the enforcement of the Act.

Herbert N. Foerstel in his book: "*Freedom of Information and the Right to Know---the Origins and Applications of the Freedom of Information Act*", presents a study on how even in such an enlightened democracy as the USA the public authorities there continue to avoid parting with the information. If the book is a tribute to the resolute US media which continues to assert its 'right to know' and the pioneering role played by a string of editors in ensuring proper implementation of the Act, it also lifts the veil from the face of US executive, which displays "resistance to reveal".

One Kent Cooper, commit 'right to know'; also title of his book. Cooper had worked with *Associated Press* for 45 years and retired as executive editor in 1950. *The New York Times* had in 1945 editorially recognized his initiatives as this fact and commented "a good new phrase for an old freedom".

Cooper believed that "secrecy was self-defeating" because: confidence and loyalty thrive where people have the right to know; and government power, backed by an informed citizenry, is unassailable, because through full availability to the news, an equal partnership between the government and the individual is established, based upon respect for the latter's right to know.

In the same spirit, the instruments of governance must welcome constructive criticism in the Media. The observation of Foerstel is partially appropriate "The state's control of the conduct of its citizens is public business, not private domain of the public authority that exercises its positive and negative marks". There is an umbilical relationship between the public authority and the citizens, on its part the commission should consider itself an enabling instrument for openness.

The Media: print, electronic, radio and television can play a role in a variety of ways: invoking RTI to develop its own news stories, and also in educating, enlightening and creating public awareness about the Act. It is yet another tool or technique now available to the Media for exclusive, in-depth, issue-based analytical news reporting. In such a 'transparent' operation of gathering inside information, there is no stigma as in the case of some 'sting' operations gone haywire recently!

In fact, a free press is integral to democracy, development and freedom to access information. A free press can monitor RTI and give 'voice' to the people and also report on how different wings of the government function and deliver social goods. Media participation in public awareness seminars and workshops on RTI for media persons is the need of the hour.

The media can play watchdog to see whether the government or public authority has implemented the mandatory provisions of the Act; how much the Act has empowered the people at grassroots level; or if there is an inbuilt administrative mechanism in place at district or sub-division or panchayat level to receive and dispose of applications filed under RTI. The media can create "social awareness and action" and become an active

partner, as the Fourth Estate, in good governance and expose corruption. This precisely is what the Act also aims at.

The media has effectively used RTI itself seeking and in obtaining information from the public authorities and reported on it, thereby, exposing the society to the hitherto cloistered functioning of the governments. Primarily, the Media has been reporting on important or 'newsy' cases on which various Information Commissioners have passed orders. Most of the reported orders in the Media have been on either penalty imposed on officials, including senior bureaucrats, or compensation paid to harassed complainants/applicants. There is much more the Media can do, like creating public awareness and building a peoples' movement for wider application of the RTI Act.

Some newspapers and TV channels have joined hands with private organizations to guide people in exercising their right to information through RTI: one example is *expressindia.com/initiative/rti*, and another example is NDTV having launched a nationwide campaign to build public awareness on RTI in partnership with a leading civil society organization. The NIA 'guide for media' provides a whole lot of ideas, initiative and information how effective can the Media be in serving a "social cause" and in "social audit".

Deepening future commitment

The Commission invites information seekers, litigants and others from the public to express their views about the implementation of RTI Act. From the feedback received by the Commission in the designated form described in Chapter 3, it appears that the common citizen observes apathy among public authorities, rather than deliberate obstruction of information flow.

A study of the movements for information freedom in our country and abroad shows that the media was in the vanguard in bringing about transparency and accountability in governmental functioning. As the RTI Act 2005 takes root, the mass media will continue to play a crucial role both in creating public awareness about information freedom, and in bringing transparency in the functioning of public bodies.

10 SYSTEMS AND STRUCTURE

Introduction

The Right to Information Act has demonstrated its potential for transforming governance systems in Punjab. The experience from implementation of the RTI Act has been both rich and rewarding. Despite low literacy levels and several socio-economic and cultural constraints, the RTI has served as an effective instrument in bringing about transparency and accountability. One of the strengths of the Act lies in making State Information Commission Punjab (SICP) autonomous and vesting it with powers of adjudication

One of the functional requirements visualized by SICP was to expedite the decision-making process on appeals thereby ensuring timely and effective justice to appellants/complainants. Thus, in order to promote, support and monitor effective implementation of the RTI, SICP has developed and adopted an information system in consultation with National Informatics Centre (NIC), Punjab and Technorite Consultants, Mohali, Punjab. The system is managed by a small number of technically skilled staff.

Role of the Commission

The Commission has a number of key roles to play in ensuring that the RTI Act is an effective tool in assisting the public to access information. Specifically, SICP is responsible for:

- (a) Handling complaints and appeals.
- (b) Monitoring implementation.
- (c) Special human rights oversight.
- (d)

Information Infrastructure

The organizational paradigm is indeed intertwined with the structure of an organization's information systems. The organization of SICP, which is separated into distinct and well-defined organizational units / benches, was required to economize on the information and communications requirements across functional units / benches and reduces cost and complexity. The growing use of IT and the trend towards networking and client-server computing were both a cause and an effect of the organizational requirement. The structure accordingly was required to be more flexible and responsive. Lowering the costs of horizontal communications, facilitating teamwork, enabling flexibility and providing information support for time management and quality control were required as

key enablers. It was equally clear that the new organizational paradigm demanded new information systems as nothing can be more devastating for cross-functional teamwork than a rigid information system that inhibits cross-functional information flows. The Commission, therefore, unified these perspectives by noting that the structure of the organization's information system was a key element of organizational efficiency.

To fulfil this requirement a system based on collection of interrelated and persistent data was visualized, which would simultaneously meet the requirements based on the role and functional structure of the organization of a number of users, that is:

- (a) Store vast variety of information.
- (b) Retrieve information.

Accordingly, a three-tier system was developed and adopted.

The main components of the system that has been brought into operation are:

- (a) Information Commission System (INCOMS).
- (b) Local Area Network (LAN) for the Information Commission for internal communication.
- (c) Website for exchanging information with environment.

INCOMS

INCOMS is a Management Information Software which was developed in March 2006. The main objective of this MIS software was to digitize the registry process of appeals/complaints under the RTI Act 2005 and to retrieve the information as reports. Based on the description of complete work flow of an Appeal/Complaint, a Software and Data Input Sheet was developed. The software was accordingly designed to manage large bodies of information. This involved definition of structures for information storage, provision of mechanisms for the manipulation of information, providing for the safety of information in the database and concurrency control since the system was to be shared by a number of users.

The **Life Cycle of Appeal/Complaint** commences from filing an appeal/complaint under RTI Act 2005 to the Commission. The Commission acknowledges it and categorizes it as Complaint or Appeal and generates a case number. The First Response Notice is sent to the Respondent asking him to supply information needed by the complainant/appellant within 15 days. If the Respondent replies within 15 days with the requisite information, then the same is forwarded to the complainant/appellant asking him to confirm if he is satisfied with it. Based on the inputs received from the complainant/appellant notice is issued to the respondent, if necessary. Notice is also

issued to both the parties should there be no response from the respondent within the stipulated period. The case is then heard on a pre-fixed date and orders are passed in the presence of both the parties. The orders are subsequently sent by post also.

Some of the **important features of INCOMS** are:

- (a) Facility to search cases based on various criteria.
- (b) Access to various clients on LAN.
- (c) Viewing of orders passed in various cases.
- (d) Accessing history of the case.
- (e) Generation of Hearing Notice in Word Format.
- (f) User based security.

INCOMS can generate the following reports:

- (a) Daily Case Register/ Cases registered in a period.
- (b) Allocation of cases to various benches.
- (c) Issue of Hearing Notice.
- (d) Details of cases in progress.
- (e) Cause List.
- (f) Status/History of a Case.
- (g) Department-wise Distribution of Cases.
- (h) Public Authority-wise Distribution.

Local Area Network

To facilitate communication, SICP has established **Local Area Network (LAN)**. It is a proprietary system connecting workstations and personal computers of various functionaries of the Commission. The LAN is capable of transmitting data at very fast rates, much faster than data can be transmitted over a telephone line. Each node in this LAN has its own CPU with which it executes program and also is able to access data and devices anywhere on the LAN. This means that many users can share data simultaneously. The LAN has also assisted in reducing paper-work in the Commission.

Website

SICP hosts a website www.infocommpunjab.com to exchange information and for delivery of services with citizens. The most important anticipated benefits of this website include improved efficiency, convenience and better accessibility of public services. This website provides information voluntarily disclosed under Section 4 of the RTI Act 2005 as the Commission is also a public authority, Right to Information Act 2005, Punjab

Right to Information Rules 2007, Cause Lists and Orders passed under Sections 18 and 19 by various benches of the SICP. Facility also exists to contact the Commission through e-mail and to check the status of any case under progress with the Commission. The website is updated regularly and orders passed under Sections 18 and 19 are logged on generally within a period of 48 hours of the hearing and these can be downloaded by the interested parties. In fact all orders passed under Sections 18 and 19 since Commissions' inception are available on the website.

Financial Management

The accounting procedure through the Tally System has the following advantages:

- (a) Accounts are prepared in accordance with accounting standards.
- (b) Assists in decision making.
- (c) Records the transactions in a systematic manner while interpreting the results quickly.
- (d) Provides requisite information instantly.
- (e) Reduces manual effort and verification.
- (f) Facilitates easy annual comparison.

Under the aegis of the Comptroller and Auditor General of India, the Accountant General Punjab is the statutory auditor in respect of the accounts of State Information Commission Punjab. In addition to the statutory order, the Commission has introduced a system of internal audit, which is carried out quarterly by professional auditors from the private sector.

The Accountant General Punjab did not conduct statutory audit of the Commission during the period under report. The audit was conducted in March 2007.

Conclusion

For facility of service, convenience, economy of effort and exchange of information, SICP utilises information technology. As the structure of the operating systems is large and complex, careful engineering was essential. The different components that have been highlighted give some idea of the spectrum of possibilities. These are by no means exhaustive, but they give an idea of some designs that have been tried in practice to

provide user satisfaction and improve efficiency. Technology has thus contributed significantly in the administration of State Information Commission Punjab.

THE RIGHT TO INFORMATION ACT, 2005 *

No. 22 of 2005

[15th June, 2005]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

And whereas it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Be it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

CHAPTER I

Preliminary

- 1** (1) This Act may be called the Right to Information Act, 2005.
(2) It extends to the whole of India except the State of Jammu and Kashmir.
(3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.
- 2** In this Act, unless the context otherwise requires,—
(a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
(i) by the Central Government or the Union territory administration, the Central Government;

* Official Punjabi version of the Act is being brought out by the Govt. of Punjab Shortly.

- (ii) by the State Government, the State Government;
- (b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
- (c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
- (e) "competent authority" means—
 - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
 - (ii) the Chief Justice of India in the case of the Supreme Court;
 - (iii) the Chief Justice of the High Court in the case of a High Court;
 - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
 - (v) the administrator appointed under article 239 of the Constitution;
- (f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
- (g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- (h) "public authority" means any authority or body or institution of self-government established or constituted—
 - (a) by or under the Constitution;
 - (b) by any other law made by Parliament;
 - (c) by any other law made by State Legislature;
 - (d) by notification issued or order made by the appropriate Government, and includes any—
 - (i) body owned, controlled or substantially financed;
 - (ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) "record" includes—
 - (a) any document, manuscript and file;
 - (b) any microfilm, microfiche and facsimile copy of a document;
 - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - (d) any other material produced by a computer or any other device;
- (j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

(i) inspection of work, documents, records;
(ii) taking notes, extracts or certified copies of documents or records;
(iii) taking certified samples of material;
(iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;

(l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

Right to information and obligations of public authorities

3 Subject to the provisions of this Act, all citizens shall have the right to information.

4 (1) Every public authority shall—

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish within one hundred and twenty days from the enactment of this Act,—

(i) the particulars of its organisation, functions and duties;

(ii) the powers and duties of its officers and employees;

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

(iv) the norms set by it for the discharge of its functions;

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(vi) a statement of the categories of documents that are held by it or under its control;

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice,

and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

(ix) a directory of its officers and employees;

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(xvi) the names, designations and other particulars of the Public Information Officers;

(xvii) such other information as may be prescribed and thereafter update these publications every year;

(c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

(d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

5 (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

(3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

6 (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

(a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;

(b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

(i) which is held by another public authority; or
(ii) the subject matter of which is more closely connected with the functions of another public authority, the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer: Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

7 (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—

(a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

(b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

(i) the reasons for such rejection;

(ii) the period within which an appeal against such rejection may be preferred;
and

(iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

8 (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;

(b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

(c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign Government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

(2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

9 Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

10 (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

(a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;

(b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;

(c) the name and designation of the person giving the decision;

(d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and

(e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

11 (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

(2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.

(3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

12 (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The Central Information Commission shall consist of—

(a) the Chief Information Commissioner; and

(b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—

(i) the Prime Minister, who shall be the Chairperson of the committee;

(ii) the Leader of Opposition in the Lok Sabha; and

(iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

13 (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of

sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

(3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

(5) The salaries and allowances payable to and other terms and conditions of service of —

(a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;

(b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

(6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as

may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

14 (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.

(2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or

(b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or

(c) engages during his term of office in any paid employment outside the duties of his office; or

(d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or

(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.

(4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising there from otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehavior.

CHAPTER IV

The State Information Commission

15 (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The State Information Commission shall consist of—

(a) the State Chief Information Commissioner, and

(b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—

- (i) the Chief Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

16 (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be

more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

(a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;

(b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

17 (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after

the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.

(2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or

(b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or

(c) engages during his term of office in any paid employment outside the duties of his office; or

(d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or

(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.

(4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER V

Powers and functions of the Information Commissions, appeal and penalties

18 (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

(a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;

(b) who has been refused access to any information requested under this Act;

(c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;

(d) who has been required to pay an amount of fee which he or she considers unreasonable;

(e) who believes that he or she has been given incomplete, misleading or false information under this Act; and

(f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—

(a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;

(b) requiring the discovery and inspection of documents;

(c) receiving evidence on affidavit;

(d) requisitioning any public record or copies thereof from any court or office;

(e) issuing summons for examination of witnesses or documents; and

(f) any other matter which may be prescribed.

(4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

19 (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually

received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

(i) by providing access to information, if so requested, in a particular form;

(ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;

(iii) by publishing certain information or categories of information;

(iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;

(v) by enhancing the provision of training on the right to information for its officials;

(vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

(c) impose any of the penalties provided under this Act;

(d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

20 (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI

Miscellaneous

21 No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

22 The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

23 No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

24 (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.

(3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.

(4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

25 (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

(a) the number of requests made to each public authority;

(b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;

(c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;

(d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;

(e) the amount of charges collected by each public authority under this Act;

(f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;

(g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

26 (1) The appropriate Government may, to the extent of availability of financial and other resources,—

(a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

(b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;

(c) promote timely and effective dissemination of accurate information by public authorities about their activities; and

(d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

(2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

(3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—

(a) the objects of this Act;

(b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;

(c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;

(d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;

(e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;

(f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;

(g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;

(h) the notices regarding fees to be paid in relation to requests for access to an information; and

(i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.

(4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

27 (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;

(b) the fee payable under sub-section (1) of section 6;

(c) the fee payable under sub-sections (1) and (5) of section 7;

(d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and sub-section (6) of section 16;

(e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and

(f) any other matter which is required to be, or may be, prescribed.

28 (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (ii) the fee payable under sub-section (1) of section 6;
- (iii) the fee payable under sub-section (1) of section 7; and
- (iv) any other matter which is required to be, or may be, prescribed.

29 (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

30 (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

31 The Freedom of Information Act, 2002 is hereby repealed.

THE FIRST SCHEDULE

[See sections 13(3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner

"I,, having been appointed Chief Information Commissioner/Information Commissioner/State Chief Information Commissioner/State Information Commissioner swear in the name of God solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

THE SECOND SCHEDULE

(See section 24)

Intelligence and security organisation established by the Central Government

- 1. Intelligence Bureau.**
- 2. Research and Analysis Wing of the Cabinet Secretariat.**
- 3. Directorate of Revenue Intelligence.**
- 4. Central Economic Intelligence Bureau.**
- 5. Directorate of Enforcement.**
- 6. Narcotics Control Bureau.**

- 7. Aviation Research Centre.**

- 8. Special Frontier Force.**
- 9. Border Security Force.**
- 10. Central Reserve Police Force.**
- 11. Indo-Tibetan Border Police.**
- 12. Central Industrial Security Force.**
- 13. National Security Guards.**
- 14. Assam Rifles.**
- 15. Special Service Bureau.**

- 16. Special Branch (CID), Andaman and Nicobar.**

- 17. The Crime Branch-C.I.D.- CB, Dadra and Nagar Haveli.**
- 18. Special Branch, Lakshadweep Police.**

**Government of Punjab
Department of Information Technology
(Administrative Reforms Branch)**

NOTIFICATION

No. 2/24/05-IAR/578

Dated, Chandigarh the 11th October 2007

In exercise of the powers conferred by sub-section(1) of section 15 of the “Right to Information Act, 2005” (Central Act No. 22 of 2005) and all other powers enabling him. In this behalf, the Governor of Punjab is pleased to constitute the Punjab State Information Commission to exercise the powers conferred upon and to perform the functions assigned to it under Chapter IV, V, VI and other provisions of the Act and to appoint Shri Rajan Kashyap, IAS (Retd.) as State Chief Information Commissioner of the aforesaid Commission.

2. The terms and conditions of the Commission as also the State Chief Information Commissioner shall be determined and notified in due course.

Dated, Chandigarh
11th October 2005

B.R. Bajaj, IAS,
Principal Secretary to Govt. of Punjab

Endst. No. 2/24/05-1AR/579

Dated, Chandigarh 11.10.05

A copy is forwarded to the Controller, Printing & Stationery Department U.T., Chandigarh with the request that the above notification may please be published in the Punjab Government Gazette (Extra ordinary) and supply 50 copies thereof to this department at the earliest.

Under Secretary

Endst. No. 2./24/05-1AR/580-87

Dated, Chandigarh 11.10.05

A copy is forwarded to the following for information and necessary action:-

1. Principal Secretary to Hon’ble Governor Punjab.
2. Principal Secretary to Chief Minister, Punjab.
3. Secretary to Chief Secretary, Punjab.
4. Sh. Rajan Kashyap, IAS (Retd) former Chief Secretary, Punjab.
5. Legal Rememberancer, Punjab.
6. Secretary to Govt. of Punjab, Department of General Admn./Personnel.
7. Principal Secretary to Govt. of Punjab, Department of Finance.
8. Accountant General (A&E) Punjab, Chandigarh.

Under Secretary

A copy is forwarded to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab for information & necessary action:-

Superintendent

To

All the Financial Commissioners,
Principal Secretaries and Administrative Secretaries to Govt. of Punjab.

LD. No. 2/24/2005-1AR/

Dated, Chandigarh 11.10.05

Endst. No. 2/24/2005-1AR/579

Dated, Chandigarh 11.10.05

A copy is forwarded to all the Heads of Departments, Commissioners of the Divisions, Deputy Commissioners of all Districts, Senior Superintendents of Police and Sub-Divisional Officer(Civil) in the State of Punjab for information and necessary action.

Superintendent

Most Immediate

**Government of Punjab
Department of Information Technology
(Administrative Reforms Branch)**

Subject:- Implementation of the Right of Information Act, 2005-Appointment of Information Commissioners of the Punjab State Information Commission.

* * * *

The Secretary to Government of Punjab, Department of General Administration, may kindly refer to the subject noted above.

2. It is stated that the following have been appointed as Information Commissioners of Punjab State Information Commission and their oath taking ceremony is to be held in Punjab Raj Bhawan on 17th May, 2006 at 10:00 A.M. In this connection, a copy of letter No. PRB-ADC-2006/292, dated 15th May 2006, is also enclosed. It is requested that requisite cars alongwith drivers, peons may please be made available for the Information Commissioners at that time.

<u>Sr. No</u>	<u>Name</u>
1.	Mrs. Rupan Deol Bajaj, IAS (Retd.)
2.	Shri P.K. Verma, IAS (Retd.)
3.	Shri R.K. Gupta, IPS (Retd.)
4.	Shri Surinder Singh, Chief Engineer (Retd.)

Under Secretary Administrative Reforms

To

The Secretary to Government of Punjab,
Department of General Administration.

I.D. No. 2/40/2006-1AR/426

Dated, Chandigarh, the 16th May, 2006

Endst. No. 2/40/2006-1AR./427-432

Dated, Chandigarh the 16th May, 2006

A copy is forwarded to the following for information and necessary action:-

1. Principal Secretary, Information Technology, Punjab.
2. Director-cum-Secretary Information Technology, Punjab.
3. Secretary, Punjab Information Commission, SCO No. 84-85, Sec. 17-C, Chandigarh.
4. Director Hospitality, Punjab.
5. Under Secretary General, Punjab.
6. Caretaker, Raj Bhawan, Punjab.

Under Secretary Administrative Reforms

MOST
URGENT

Government of Punjab
Department of General Administration
(Administrative Officer-II Br)

Subject:- Implementation of the Right to Information Act 2005-Appointment of Information Commissioners of the Punjab State Information commission.

* * * * *

The Under Secretary Administrative Reforms may please refer to his I.D. No. 2/40/2006-1AR/ DATED 16.05.06 on the subject noted above.

2. It is intimated that there is acute shortage of drivers in the Secretariat Car Pool and moreover the Department of Information Technology has to arrangement of drivers and staff cars be made at their own level.

Under Secretary General

To

The Under Secretary,
Administrative Reforms.

I.D. No. 8/01/05-VA-Ado-II/66

Dated, Chandigarh the 16.05.2006

**Government of Punjab
Department of Information Technology
(Administration Reforms Branch)**

Notification

Dated, Chandigarh. the 26th December, 2006

No. 2/40/2006-IAR/899

In exercise of the powers conferred by sub-section (1) section 15 of the Right to Information Act, 2005 (Central Act No. 22 of 2005) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to appoint the following as Information Commissioners of the Punjab State Information Commission:-

<u>Sr. No.</u>	<u>Name</u>
1.	Lt. Gen. Pramod Grover
2.	Mr. Kulbir Singh, Chief Engineer, Punjab (B & R) (Retd.)
3.	Mr. PPS Gill
4.	Ms. Ravi Singh

2. The terms and conditions of the appointment of the Information commissioners shall be determined and notified in due course.

Dated: Chandigarh
26th December, 2006

Nirmaljeet Singh Kalsi
Secretary to Government of Punjab

Endst. No. 2/40/2006-1AR/900
2006

Dated: Chandigarh, the 26th December,
2006

A copy is forwarded to the Controller, Printing and Stationary Department, U.T., Chandigarh, with the request that the above notification may please be published in the Punjab Government Gazette (Extra-ordinary) and supply 50 copies thereof to this Department at the earliest.

Under Secretary Administrative Reforms

Endst. No. 2/40/2006-IAR/901-910
December, 2006

Dated: Chandigarh, the 26th

A copy is forwarded to the following for information and necessary action:

1. Principal Secretary to Hon'ble Governor of Punjab.
2. Principal Secretary to Chief Minister, Punjab,

3. Secretary to Chief Secretary, Punjab;
4. Lt. Gen. Pramod Grover, #5854, Modern Housing Complex, Mani Majra, Chandigarh-160101.
5. Mr. Kulbir Singh, Chief Engineer, Punjab (B & R) (Retd.), 134-A, Punjabi Bagh, Patiala-147001.
6. Mr. PPS Gill, 21-H, Sarabha Nagar, Ludhiana>
7. Ms. Ravi Singh, 265, Majitha Enclave, “The Greens” Near ITI, Patiala.
8. Legal Remembrance, Punjab;
9. Secretary to Government, Punjab, Department of General Administration
10. Accountant General (A&E) and Audit, Punjab, Chandigarh.

Under Secretary Administrative Reforms

[Extract from Punjab Government Gazette (Extra), dated the 29 the December, 2006]

GOVERNMENT OF PUNJAB

**DEPARTMENT OF INFORMATION TECHNOLOGY
(ADMINISTRATIVE REFORMS BRANCH)**

Notification

The 26th December, 2006

No. 2/40/2006-1AR/899- In exercise of the powers conferred by sub-section (I) Section 15 of the Right to Information Act, 2005 (Central Act No. 22 of 2005) and all other powers enabling him in his behalf, the Governor of Punjab is pleased to appoint the following as Information Commissioners of the Punjab State Information Commission:-

Sr. No.	Name
1.	Lt. Gen. Pramod Grover
2.	Mr. Kulbir Singh, Chief Engineer, Punjab (B & R) (Retd.)
3.	Mr. PPS Gill
4.	Ms. Ravi Singh

2. The terms and conditions of the appointment of the Information Commissioners shall be determined and notified in due course.

NIRMALJEET SISNGH KALSI,

Secretary to Government of Punjab.

8744 CS (P)-Govt. Press, U.T., Chd.

STATE INFORMATION COMMISSION PUNJAB
S.C.O.84-85, SECTOR 17-C, CHANDIGARH

To

All Principal Secretaries/Financial Commissioners and
Administrative Secretaries to Govt. Punjab,
Chandigarh.

No.Sec-CIC/Annual Report/2007/354 Dated: 20-04-2007

Subject:- Implementation of RTI Act in Punjab : Issues discussed and decisions taken in meetings of the State Information Commission with Principal Secretaries/Financial Commissioners and Administrative Secretaries to Govt. Punjab, April, 2007.

Meetings were held by the State Information Commission Punjab with various Principal Secretaries, Financial Commissioners and Administrative Secretaries to Govt. Punjab. Please find enclosed herewith a copy of the decisions taken in these meetings for necessary action.

DA/As above.

Sd/-
(**S.S.Grewal**)
Secretary,
State Information Commission, Punjab.

STATE INFORMATION COMMISSION PUNJAB

Implementation of Right to Information Act 2005 in Punjab : Issues discussed and decisions taken in meetings of State Information Commission with Principal Secretaries/Financial Commissioners and Administrative Secretaries to Govt. Punjab, April, 2007.

Chief Information Commissioner Punjab and State Information Commissioners Punjab had invited Principal Secretaries, Financial Commissioners and Administrative Secretaries for discussion on implementation of the Right to Information Act, 2005. The schedule of meetings is at Annex. A. The officers who attended these meetings are listed at Annex. B.

At the outset Chief Information Commissioner explained that Right to Information Act, 2005 (RTI Act) places specific responsibilities upon the Commission and upon the Administrative Departments and Public Authorities of the State Govt. Under section 25 of the RTI Act, the Departments are to submit material for preparation of the Annual Report of the Commission on the implementation of RTI Act in the State. The Report is to be considered by the State Vidhan Sabha.

The Commission had requested all Administrative Secretaries in the State to submit material on implementation of the RTI Act by the various Public Authorities within their jurisdiction by 31.05.2007. The Commission had also conveyed to the departments the major deficiencies observed by the Commission.. After discussions and deliberations on various aspects of implementation of RTI Act, 2005 in these meetings, the following broad decisions emerged:-

(1) Reporting

According to a notification issued by the Govt. of Punjab, RTI Act had become fully operative in Punjab from 12th October, 2005. The Commission had decided that the first Annual Report would cover the calendar year 2006, including the period from 12th October, 2005 to 31st December, 2005. The period covered by the first report, therefore, would be 12th October, 2005 to 31st December, 2006. Subsequent annual reports of the Commission would cover the calendar years 2007, 2008 etc.

The **formats** for reporting by the Administrative Departments and various Public Authorities, as devised by the Commission, had been circulated. All public authorities within the jurisdiction of each Department would accordingly submit comprehensive information on **Form 1** to the

concerned Administrative Department by **15.05.2007**. Each Administrative Department would compile its report on **Form 2** and submit the same to the State Information Commission by **31.05.2007**. Copies of Forms 1 and 2 are enclosed.

Action: All Administrative Departments.

For compilation of the Annual Report for the year 2007, the departments would submit material to the Commission every quarter. For the report covering the year 2007 proforma would be sent to the departments after 31st May 2007.

Action: SIC Punjab

(2) Proactive disclosure and placing material on website

Under section (4) (1) (b) of the RTI Act all Departments were required to make public and also place on the State Govt. website complete information regarding the working of each department. This action was to be completed by 12.10.2005. The Commission pointed out that the information currently on the website of a number of Departments is not yet complete. The Departments would ensure that complete information as defined in 17 sub-clauses of section 4(1) (b) is published for public in Punjabi and English and placed on the Punjab Govt. website www.rti.gov.in by 30th April, 2007.

Action : All Administrative Departments

(3) Dissemination of information to the Public

Section 4 RTI Act obligates the State Govt and its public authorities to update and disseminate all material regarding the Act for the facility of the public taking into consideration the cost effectiveness, local language etc. It was decided accordingly that:

(a) As required by section 4 all public authorities of the Department would establish dedicated counters at conspicuous places in their office premises for receipt and processing of RTI related queries and applications;

Action : Administrative Departments

(b) In an earlier meeting held with the Secretary Information & Public Relations it was decided that a suitable format for display of information pertaining to RTI Act in all offices of Punjab would be designed by the Commission and conveyed to the Department of Information & Public Relations. The Department of Information & Public Relations would, in turn, circulate the designed format to all other Departments. This would lend the desired uniformity.

Action: SIC Punjab, Deptt. of I&PR, All Administrative Departments.

(c) For facility of the public all Suvidha Centres established at District and Sub Divisional level would have dedicated counters for receipt of applications under RTI pertaining to various departments within the area served by the Suvidha Centre. It was observed that the Suvidha Centers established in certain districts such as Nawanshahar, Hoshiarpur, Kapurthala, Patiala and Jalandhar had already established such RTI counters. Such RTI counters could be established in other districts. The State Govt. would issue appropriate directions in this regard to all the Deputy Commissioners.

Action : IT & Administrative Reforms

(d) The Department of Information Technology & Administrative Reforms as the nodal agency for implementation of RTI Act, along with the Department of Information & Public Relations, Punjab would design a media campaign for systematic dissemination of information on RTI for convenience of the public. If so desired, a specialist from the State

Information Commission could assist in preparation of the media campaign.

*Action : Deptt.of IT & Administrative Reforms
-Department of I & PR*

(e) It was felt that the maximum interface of the common public with Public Authorities as defined in RTI Act was in the districts. The Administrative Secretaries generally agreed that at district level, the Deputy Commissioners could play a significant and effective role in facilitating the empowerment of the common citizens by assuring supply of information to them at all levels in the field. It was recommended that guidelines in this behalf be issued to the Deputy Commissioners. This could be by the nodal department, Department of Information Technology and Administrative Reforms after approval at the appropriate level.

Action : Deptt.of IT & Administrative Reforms

(4) Training of PIOs and APIOs

Under section 26 of the RTI Act, the State Government, through its various Departments, is responsible for imparting systematic training to all the PIOs and APIOs. It was explained that the Govt. of India, Ministry of Personnel and Administrative Reforms had notified the following three institutions in the country as the nodal institutions for imparting training to Govt. officials under the RTI Act:

(a) Centre for Good Governance, Hyderabad, Andhra Pradesh.

(b) Commonwealth Human Rights Initiative, New Delhi,

(c) Yashwant Rao Academy of Development Admn.,
(YASHDA) Pune, Maharashtra.

Mahatma Gandhi Punjab State Institute of Public Administration, Chandigarh is a designated agency for local training in RTI for officials of the State Govt. All Departments of Government are free to arrange special training of their staff through any of these agencies.

Some Departments have their own institutions in place for training their staff. Such institutions could impart training on RTI with the support of the expert agencies.

It was generally agreed that for long term convenience and practical advantage, the State Govt. should enter into an MOU with any of these specialized training institutions for:

(a) directly conducting training programmes in the State for groups of officials of various Departments;

(b) introducing training programmes for selected trainees within the State, who would thereafter, be equipped to take up the training work directly, that is, undertaking training of trainers;

(c) linking the skill available with the institutions outside the State with the designated State Training Institution, Mahatma Gandhi State Institute for Public Administration. It was felt that the nodal department for RTI in the State, Deptt. of Information Technology and Administrative Reforms, would co-ordinate and establish appropriate linkages.

According to information with SIC Punjab, substantial grants had been allocated by the Govt. of India, Department of Personnel and Training, etc. for strengthening training arrangements on RTI in Punjab and other States. Such grants were placed at the disposal of Mahatma Gandhi Punjab State Institute of Public Administration.

Action : Deptt.of IT & Administrative Reforms

(5) Use of Information Technology

The Right to Information Act 2005 especially enjoins upon the Government and all its agencies to make best use of modern systems of management and Information Technology for preparation of material, dissemination and communication for administrative reforms and other facilities for the common citizens. State Information Commission Punjab is finalizing software for facilitating the compilation of information and its submission to the Commission. Form 1 & 2 would be placed on the website of the State Information Commission within two weeks. These forms could be down-loaded by the departments and the information sent in electronic form by the public authorities. The Commission would issue guidelines for use of information technology in submitting information.

Action: SIC Punjab & All Departments

(6) **Representation before Commission in case of adjudication under RTI.**

Chief Information Commissioner and other State Information Commissioners pointed out to the visiting Administrative Secretaries that in a number of cases of adjudication before the State Information Commission, the departments are being represented by very junior officials of the departments concerned, who are at times, unable to assist the proceedings. It was decided that a senior functionary well conversant with the facts along with all records should represent the department/s before the Commission.

Action: All Administrative Departments

(7) **Follow up**

For any further assistance and guidance the Administrative Secretaries were free to approach Secretary of the Commission. The Administrative Secretaries could invite Secretary, SIC Punjab for discussion as necessary.

ANNEXURE 'A'

Schedule of meetings held with various Administrative Departments of Government of Punjab.

Department(s)	Date/Time	Concerned Administrative Secretary
Information & Public Relations	04.04.07/1000 hrs.	Sh.Jagjit Puri,
Forests & Wildlife	04.04.07/1500 hrs	Sh.R.N.Gupta
Agriculture	05.04.07/1100 hrs.	Sh.G.S.Sandhu
Local Government	05.04.07/1500 hrs.	Sh.D.S.Bains
Cooperation	09.04.07/1100 hrs.	Ms.Kusumjit Sidhu
Defence Services Welfare	09.04.07/1500 hrs.	Sh.Vijay Kain
Home	10.04.07/1100 hrs.	Dr.B.C.Gupta
Health & Family Welfare and Medical Education	10.04.07/1500 hrs.	Sh.D.S.Jaspal
Water Supply & Sanitation	11.04.07/1500 hrs.	Sh.J.R.Kundal
Technical Education & Industrial Training		Sh.P.Ram
IT & AR	12.04.07/1100 hrs.	Sh.Vijay Kain
Science, Technology & Environment		Sh.M.P.Singh
Food & Supplies	12.04.07/1500 hrs.	Mrs.Tejjinder Kaur
Irrigation	12.04.07/1500 hrs.	Sh.Suresh Kumar
Rural Development & Panchayats	13.04.07/1100 hrs.	Sh.Satish Chandra
Transport	16.04.07/1500 hrs.	Sh.R.S.Sandhu
Excise & Taxation	16.04.07/1600 hrs.	Sh.S.S.Brar
Education & Higher Education		Sh.K.B.S.Sidhu
Industries & Commerce	18.04.07/1030 hrs.	Sh.A.R.Talwar
Housing & Urban Dev.	18.04.07/1100 hrs.	Sh.Arun Goel
Revenue (FCR)	18.04.07/1230 hrs.	Mrs.Romila Dubey
Health & Family Welfare	18.04.07/1500 hrs.	Sh.D.S.Jaspal
Finance	18.04.07/1600 hrs.	Sh.D.S.Kalha

ANNEXURE “B”**LIST OF OFFICERS WHO ATTENDED THE MEETINGS IN THE STATE INFORMATION COMMISSION PUNJAB ON THE IMPLEMENTATION OF RTI ACT FOR ANNUAL REPORT OF THE COMMISSION.**

Administrative Department	Name & Designation of officers who attended the meetings
Agriculture	1.Sh.G.S.Sandhu,IAS, Principal Secretary 2. Sh.P.S.Mand, Addl. Secretary; 3. Sh.S.S.Saini, Chief Conservator of Soils; 4.Sh.B.S.Sidhu, Director Agrl. 5.Sh.Kulbir Singh, Director Horticulture; 6.Sh.Anil Kumar Sondhi, Conservator of Soils; 7.Sh.Baldlev Singh, Deputy Director,Horticulture; 8.Sh.Swinder Singh, Agrl. Information Officer.
Local Government Department	1. Sh.D.S.Bains, IAS, Principal Secretary, 2. Sh.V.K.Bhalla, Addl. Secretary
Co-operation	1. Ms.Kusumjit Sidhu, IAS, Principal Secretary; 2.Sh.Ajay Tiyaagi, Chief Auditor, Coop. 3.Sh.Viswajeet Khanna, Registrar Co-op.Socities
Defence Services Welfare	1. Sh.Vijay Kain, IAS, Principal Secretary; 2..Ms.Ritu Aggarwal, Addl. Secretary 3.Brig. J.S.Jaswal, DSW; 4. Lt. Col. D.J.Singh, Sr. Manager, PESCO;
Home Affairs & Justice	1. Dr. B.C.Gupta, IAS, Principal Secretary. 2. Sh.S.S.Gill, Secretary 3.Sh.Jagjit Singh, AIG Prisons 4.Sh.Suresh Arora, IG HQs. 5.Sh.Narinder Chaudhry, Law Officer o/o L.R.Punjab; 6.Sh.Paramjit Singh, Director Prosecution; 7. Sh.A.S.Sandhu, Addl. Director Prosecution; 8.Sh.R.C.Sethi, Addl. DIG, Dy.Commdt.,Genl 9.Sh.Karnail Singh, Admn.Officer; 10..Sh.Danishwar Ali, Addl. L.O..
Irrigation	1. Sh.Suresh Kumar, Secretary
Information Technology & A.R.	1. Sh. Vijay Kain, IAS, Principal Secretary; 2. Sh.R.K.Verma, Secretary
Science & Technology	1. Sh.M.P.Sinigh, IAS, Secretary 2. Sh.Yogesh Goyal, Chairman, Punjab Pollution Control Board, Patiala.
Food & Supplies	1. Mrs.Tejjinder Kaur, IAS, Principal Secretary, 2.Sh.Khushi Ram, Special Secretary
Irrigation	Sh.Suresh Kumar, IAS, Secretary
P.W.D.B&R	Sh.Karan Avtar Singh, IAS, Secretary

Rural Development & Panchayats	1. Sh.Satish Chandra, IAS, Secretary; 2. Sh.H.S.Gill, Addl. Director Panchayats.
Transport	Sh.R.S.Sandhu, IAS, Secretary
Education & Higher Education	1. Sh.K.B.S.Sidhu, IAS, Secretary; 2.Sh.Ram Asra Garg,Joint Secretary, School Education; 3.Sh.Jaspal Singh, Special Secretary, Higher Education & Languages, 4.Sh.Kanwarjit Singh, DPI (Colleges) 5..Sh.Jagtar Singh Khattra, DPI (Schools) 6.Dr.S.S.Randhawa, Dy.SPD, Sarva Shiksha Abhyan; 7..Sh.Baldev Raj, Dy. Director (Estt o/o DPI, (E.E.) 8.Sh. Avtar Singh, Director, SCERT, 9. Sh.Avtar Singh Hadd, Director Languages Punjab.
Housing & Urban Dev.	1. Sh.Arun Goel, IAS, Secretary. 2.Sh.A.K.Sinha, Special Secretary. 3.Sh.Som Parkash, Chief Administrator, PUDA. 4.Sh.Krishan Kumar, Chief Administrator, GMADA; 5.Sh.Rajinder Sharma, Chief Co-ordinator & Planner (o/o CTP Pb)
Revenue Deptt.	Sh.D.P.Reddy, IAS, Secretary, Revenue.
Industries & Commerce	1.Sh.A.R.Talwar, IAS, Principal Secretary; 2. Sh.H.S.Pabla, Addl. Secretary.
Health & Family Welfare	Dr.Sukhdev Singh, Director
Finance	Sh.D.S.Kalha, IAS, Principal Secretary

Annexure VI

GOVERNMENT OF PUNJAB
DEPARTMENT OF INFORMATION TECHNOLOGY (Administrative
Reforms Branch)
NOTIFICATION

The 12th October, 2005.

No G.S.R. / C.A.22/2005/S.27/2005 .-In exercise of the powers conferred by sub-section (1) of section 27 of the Right to Information Act, 2005(Central Act No.22 of 2005), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules to provide for the matters specified in subsection (2) of the said section, namely:-

RULES

1. Short title and commencement: - 1) These rules may be called the Punjab Right to Information Rules, 2005.

(2) They shall come into force on and with effect from the 12th day of October 2005.

2. Definitions:-(1) In these rules, unless the context otherwise requires-

- (a) "Act" means the Right to Information Act, 2005(Central Act No.22 of 2005);
- (b) "Commission" means the Punjab Information Commission, constituted under section 15 of the Act;
- (c) "Form" means a Form, appended to these rules; and
- (d) "section" means a section of the Act.

(2) The words and expressions used in these rules, but not defined, shall have the same meanings as assigned to them in the Act.

3. Application for obtaining information:- (1) A person, who Sections 2(m), 6 and desires to obtain any information admissible under the Act, shall 27. make an application in Form 'A' to the State Public Information Officer alongwith a fee, as specified in rule 5 of these rules.

(2) On the receipt of an application, made under sub-rule (1), the State Public Information Officer shall give a receipt in token thereof to the applicant.

Section 6. 4. Deposit of fee:-(1) The fee may be deposited either in cash or by draft or cheque or treasury challan.

(2) The amount of fee shall be credited to the account of the concerned public authority.

(3) On receipt of an application, submitted under sub- rule (1) of rule 3, the State Public Information Officer shall scrutinise the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.

(4) The fee, assessed under sub-rule (3), shall be informed to the applicant by the State Public Information Officer in Form 'B' within a period of seven days from the receipt of application.

(5) In case the applicant fails to deposit the requisite fee within a period of fifteen days after the issuance of the intimation given to him under sub-rule (4), it shall be construed that the applicant is no longer

interested in obtaining the information, sought for, and his application shall be deemed to have been filed.

Sections 6 and 7

5. Quantum of fee:- (1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of rupees fifty.

(2) For providing an information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-

- (a) Rs.10/- for each page in A-4 or A-3 size paper, created or copied; and
- (b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged.

(3) For providing an information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-

- (a) Rs.50/- for providing information in floppy;
- (b) Rs.100/- for providing information in diskette;and
- (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs.10/- per page shall be charged from the applicant.

(4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a Section 19(10). A fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes, shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

6. Procedure to be followed in deciding appeal:- Before deciding an appeal, the Commission shall,-

- (a) serve notice to the concerned persons;
- (b) entertain any evidence in support of appeal, which may be oral or in writing from the concerned persons;
- (c) examine on oath or by having affidavits from the persons concerned;
- (d) peruse or inspect the documents or any records or copies thereof;
- (e) inquire through the authorised officer the facts of an appeal or may require facts in detail, if it so deems appropriate, hear the State Public Information Officer or any other senior officer, who had decided the first appeal, as the case may be; and
- (f) receive evidence on affidavits from the State Public Information Officer or any senior officer, who had decided the first appeal or from any other person from whom the evidence may be deemed necessary.

7. Mode of serving notice:- The Commission may serve notice to the persons concerned in any of the following modes, namely:-

- (a) by hand delivery(dasti) through process server; or
- (b) by registered post with acknowledgment due; or

(c) by publication in the news paper;

Section19(10)

Section 19(10). 8. Order by the Commission:- (1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties.

(2) The party concerned may, obtain the copy of the order from the Commission.

FORM 'A' (See rule 3(1))

The Assistant Public Information Officer/ The Public Information Officer/ AP10 (Name of the office with address)

- (1) Full name of the applicant
- (2) Address
- (3) Particulars of information required

(i) Subject matter of information*:

(ii) The period to which the information relates**

(iii) Description of the information required***

(iv) Whether information is required by post Or in person

("the actual postal charges shall be Included in

additional fees.) (v) In case by post (Ordinary, Registered or Speed post.)

Signature of the applicant. Place

Date

*Broad category of the subject to be indicated (such as grant/ Government land/Service matters/Licenses etc.) "Relevant period for which information is required to be indicated. ***Specific details of the information are required to be indicated.

X-----X-----X-----X-----

Acknowledgement

Received your application dated-----vide

Diary No Dated-----.

Signatures of Assistant Public Information Officer/ Public Information Officer

Name of the Department /Office

FORM 'B'

(See rule 4(4)

From

Designation of the
Public Information Officer.

To

(Name of the applicant) Address of the applicant.

Sir

Please refer to your application dated-----addressed to
the undersigned requesting information regarding----- . The
additional fee for supplying this information to you is Rs.-----.

2. You are requested to pay the fee at this Office or make payment in a
Government Treasury through Challan and send a copy of the challan to
this office and collect the information on-----.

3. The amount of fee shall be deposited in the budget head No. (to be
intimated to the applicant by the concerned department).

Public Information officer

B.R. BAJAJ,
Principal Secretary to Government of Punjab
Department of Information Technology.

No./2/---/97-1AR/554
Government of Punjab
Department of Information Technology
(Administrative Reforms Branch)

To,

All the Heads of Departments, Registrar of Punjab and Haryana High Court, the Commissioners of the Divisions, the Deputy Commissioners, the Senior Superintendent of Police, the Sub-Divisional Officers (Civil), Heads of the Boards, Corporations and other Autonomous Bodies in the State of Punjab.

Dated : Chandigarh, the, 17-7-2006

Subject: Implementation of the Right to Information Act, 2005-Clarification for depositing and reducing of fees with reference to Punjab Right to Information Rules, 2005.

Sir,

I am directed to refer to this department's Memo no. 2/42/05-1-IAR/253-56, dated 9.3.2006 on the subject noted above and to say that as per provisions under rule 4 read with rule 5 of the Punjab Right to Information rules, 2005, the mode of payment and the quantum of fee to be charged from the applicant seeking information under the Right to Information Act, 2005 have been prescribed. The State Government has received representations from the different quarters for reducing the rates of fee to be charged from the applicant for supplying the documents. The matter regarding reducing the fee to be charged, has been under consideration of this department and it has been decided as under:

i) Mode of Payment:-

- (a) Crossed Bank Draft/IPO in favour of the Head of the Department / Public Authority concerned only ; Or
- (b) In cash ; Or
- (c) Through Treasury Challan in the following Head of Account :-
 - Major Head 0070-Other Administrative Services.
 - Sub-Major Head 60- Other Services.
 - Minor Head 800-Other Receipts.
 - Sub Head 86-Fees under the Right to Information Act.
 - Detailed Head 0070- Other Administrative Services-60-Other Services 800-Other receipts-86-FeesUnder the Right to Information Act.

ii) Application Fee Rs. 10/- only

- iii) Rates/Fees for the documents to be supplied to the applicant
 - (a) rupees two for each page (A-4 or A-3 size paper) created or copied
 - (b) actual charge or cost price of a copy in larger size paper;

- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (e) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (f) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

2. The matter regarding amendment of the Punjab Right to Information Rules, 2005, is being taken separately. This will take effect from the date of issue of this letter and the old cases will not be re-opened.

Yours faithfully,

Under Secretary Administrative Reforms

A copy is forwarded to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab for information and necessary action.

Under Secretary Administrative Reforms

To,

All the Financial Commissioners, Principal Secretaries and
Administrative Secretaries to Govt. of Punjab

I.D.No.2/47/97-IAR/557,

Dated , Chandigarh

A copy is forwarded to the Department of Finance, Punjab, for information and necessary action.

Under Secretary Administrative Reforms

No.G.S.R.16/C.A.22/2005/S.27/2007. In exercise of the powers conferred by sub-section (1) of section 27 of the Right to Information Act, 2005(Central Act No.22 of 2005), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules to provide for the matters specified in subsection (2) of the said section, namely:-

RULES

1. Short title and commencement:- (1) These rules may be called the Punjab Right to Information Rules, 2007.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2.

Definitions:-

(1) In these rules, unless the context otherwise requires-

1. "Act" means the Right to Information Act, 2005(Central Act No.22 of 2005);
2. "Commission" means the Punjab Information Commission, constituted under section 15 of the Act;
3. "Form" means a Form, appended to these rules; and
4. "Section" means a section of the Act.

(2) The words and expressions used in these rules, but not defined, shall have the same meanings as assigned to them in the Act.

3. Application for obtaining information:-

1. A person, who (Sections 2(m), 6 and 27) desires to obtain any information admissible under the Act, shall make an application in Form 'A' to the State Public Information Officer alongwith a fee, as specified in rule 5 of these rules.
2. On the receipt of an application, made under sub-rule (1), the State Public Information Officer shall give a receipt in token thereof to the applicant in Form 'B'.
3. Each public authority shall maintain the information register in Form 'C' in respect of the records of requests received from the applicants for seeking information under the Act.
4. The application, received without requisite fee, shall not be entertained and shall be liable to be rejected straightway without giving any notice to the applicant.

4. Fee:- (Section 6)

1) The fee may be paid in the following modes, namely:-

- a) by Crossed Bank Draft/Banker's Cheque/IPO or in cash in favour of concerned Drawing and Disbursing Officer from where the information is to be obtained; or

- b) in cash with the concerned Drawing and Disbursing Officer ; or
- c) through Treasury Challan in the following Heads of Account:--

Major Head	0070 -Other Administrative Services
Subj-Major Head	60 - Other Services
Minor Head	800 - Other Receipts
Sub-Head	86 - Fee under the Right to Information Act, 2005
Detailed Head	0070 Other Administrative Services 60 Other Services- 800- Other Receipts- 86- Fees under the Right to Information Act, 2005.

- 2) The amount of fee shall be credited to the account as referred to in clause © of sub-rule (1)

Provided that the Board, Corporations and other Autonomous bodies of the State, may get the amount of requisite fee deposited in their own accounts maintained by them

- 3) On receipt of an application, submitted under sub- rule (1) of rule 3, the State Public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.
- 4) The fee, assessed under sub-rule (3), shall be informed to the applicant by the State Public Information Officer in Form 'D' within a period of ten days from the receipt of application.
- 5) The intimation of rejection of an application of the applicant seeking information under the Act, shall be intimated by the State Public Information Officer concerned, in Form 'E'.
- 6) The amount of fee collected under this rule, shall be maintained in the Cash register as specified in Form 'F'.

5. Quantum of fee:- (Section 6 and 7)

- 1. An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of rupees ten only.
- 2. The following fee shall be charged for providing information under sub-section (1) of section 7, namely:-
 - a. Rupees two for each page in A-4 or A-3 size paper, created or copied; and
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models;
 - d. for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter;
 - e. for information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - f. for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
- 3. The applicant shall, while depositing fee under sub-rule(2) of rule 4, shall also submit a self addressed envelope duly stamped for supplying the information. Stamps on the envelope shall be affixed according the mode of supplying the information, as desired by the applicant i.e. through ordinary registered or speed post.

6. Procedure to be followed in deciding appeal:- (Section 19 (10))

Before deciding an appeal, the Commission shall,-

- a. serve notice to the concerned persons;
- b. entertain any evidence in support of appeal, which may be oral or in writing from the concerned persons;
- c. examine on oath or by having affidavits from the persons concerned;
- d. peruse or inspect the documents or any records or copies thereof;
- e. inquire through the authorized officer the facts of an appeal or may require facts in detail, if it so deems appropriate, hear the State Public Information Officer or any other senior officer, who had decided the first appeal, as the case may be; and
- f. receive evidence on affidavits from the officer senior in rank to State Information Officer who had decided the first appeal or from any other officer or person authorized in this behalf from whom the evidence may be deemed necessary.

7. Mode of serving notice:- (Section 19 (10))

The Commission may serve notice to the persons concerned in any of the following modes, namely:-

- a. by hand delivery(dasti) through process server; or
- b. by registered post with acknowledgment due; or
- c. by publication in the news paper;.

8. Order by the Commission:-Section 19 (10))

1. The Commission shall make order in writing and pronounce the same in the presence of the concerned parties.
2. After the decision is pronounced by the Commission, it shall intimate the same to the complainant and the State Information Officer of the Department or the public authority concerned

9. Repeal and Saving. – The Punjab Right to Information Rules 2006 are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

FORM 'A'
[See rule 3(1)]

APPLICATION FOR INFORMATION UNDER SECTION 6(1) OF THE ACT

To,

The State Public Information Officer,
Department

1. Full name of the applicant
2. Father's/Spouse's name
3. Permanent Address
4. Correspondence Address
5. Particulars of information required
 1. Subject matter of information*:
 2. The period to which the information relates**
 3. Specific details of information relates
 4. Whether information is required by post Or in person ("The actual postal charges shall be Included in additional fees.)
 5. In case by post then indicate whether by Ordinary, Registered or Speed post.)
6. Is this information not made available by the Public Authority under voluntary disclosure
7. Do you agree to pay the required fee ?
8. Have you deposited application fee?

(If yes, details of such deposit)

9. Whether belongs to Below Poverty Line category?

If Yes, have you furnished the proof of the same with applicant ?

Place

Date

Full Signature of the applicant and Address

FORM 'B'

[See rule 3(2)]

ACKNOWLEDGEMENT

Office of the State Public Information Officer.

Received the application from

Mr /Ms _____

Address _____

Seeking information on Subject to be specified) _____

Vide Diary No _____ Dated _____

Place :

Date :

Full Name of State Public Information Officer/
State Assistant Public Information Officer.

Designation and Seal

Name of Department of Public Authority

FORM 'D'

[See rule 4(4)]

INFORMATION OF FEE ASSESSED FOR MAKING PAYMENT

From _____ (Name and Designation of the State Public Information Officer)

To _____ (name and address of the Applicant)

Subject : Supply of information under the Right to Information Act, 2005

Sir,

Please refer to your application dated _____ addressed to the undersigned requesting information on (Subject to be specified) _____

2. I am to inform you that the following amount towards cost for providing information may be deposited by way of Crossed Demand Draft/Banker's Cheque/IPO/Treasure Challan or in Cash to enable the undersigned to furnish the information sought by you
3. (a) the Demand Draft/Banker's Cheque/IPO should be drawn in favour of (Particulars of the Drawing and Disbursing Officer to be specified) or the amount may be deposited in cash with said Drawing and Disbursing officer of this Office
(b) the amount of fee may also be deposited through Treasure Challan in the following
Head of Accounts:-

Major Head	0070 -Other Administrative Services
Sub-Major Head	60 - Other Services
Minor Head	800 - Other Receipts
Sub-Head	86 - Fee under the Right to Information Act, 2005
4. A self-addressed envelope duly stamped may also be submitted for supplying the requisite information. Stamps on the envelope may be affixed according to the desired mode of supplying the information i.e. through ordinary, registered or speed post.

Fee Calculation _____

Total amount to be deposited _____

Yours faithfully,

Dated :

Place :

State Public Information Officer

Name of Department of Public Authority

FORM 'E'

[See rule 4(5)]

INFORMATION OF FEE ASSESSED FOR MAKING PAYMENT

From _____(Name and Designation of the State Public Information Officer)

To _____ (name and address of the Applicant)

Subject : Supply of information under the Right to Information Act, 2005

Sir,

Please refer to your application dated _____ addressed to the undersigned requesting for the supply of information regarding _____

2) The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons, namely:

- i) It comes under the exempted category covered under sections 8 and 9 of the Act
- ii) Your application was not complete in respect of _____
- iii) Your identity is not satisfactory
- iv) The information is contained in published material available to Public.
- v) You did not pay the required fee with your application for providing the information.
- vi) The information sought for is prohibited as per the provisions of section 24(4) of the Act
- vii) The information sought for is available on our website (Name of the Website to be specified). You may download the information.
- viii) Any other reason

3) However, if you feel aggrieved by this refusal, you may file an appeal before the (Specify the particulars of the Appellate Authority) within a period of thirty days of the receipt of this letter

Dated:

Place:
State Public Information Officer

Name and Designation of

Name of Department of Public Authority

FORM 'F'

[See rule 4(6)]

CASH REGISTER

Serial No	Name and Address of the Applicants	Date of Application	Date of deposit of amount	Particulars of Fee Cash/Demand Draft/IPO/Treasury Challan with date and amount	Refund if any	Remarks
1	2	3	4	5	6	7

There is no fee for persons listed below poverty lines, which facts shall have to be authenticated by producing the 'BPL Card'

B.R. Bajaj
Principal Secretary to Government of Punjab,
Department of Information Technology

No.2/29/05-1AR/
Government of Punjab
Department of Information Technology
SCO : 193-195, Sector 34-A, Chandigarh

Dated:

To

1. Principal Secretary to Government of Punjab
Department of Finance
2. Secretary to Government of Punjab
Department of Personnel

Subject: Minutes of the meeting held under the Chairmanship of worthy Chief Secretary, Punjab on 28.11.2005 at 4.30 p.m. in his office room regarding Implementation of right to Information Act, 2005.

Kindly find enclosed a copy of the minutes of the meeting held on 28.11.2005 regarding implementation of Right to Information Act, 2005 duly approved by worthy Chief Secretary.

It is requested to kindly initiate further necessary action in the matter accordingly.

Deputy Director
For Director-cum-Secretary, IT

Endst. No. 2/29/05-1AR/

Dated Chandigarh the

A copy of above along with a copy of the minutes of the meeting cited as subject is forwarded to Shri Rajan Kashyap, IAS (Retd.), State Chief Information Commissioner, House No. 131, Sector 10-A, Chandigarh for information and necessary action.

Deputy Director
For Director-cum-Secretary, IT

Subject: Minutes of the meeting held under the Chairmanship of worthy Chief Secretary, Punjab on 28.11.2005 at 4.30 p.m. in his office room regarding implementation of Right to Information Act, 2005.

The following officers attended the meeting:-

- (i) Shri B.R.Bajaj, IAS
Principal Secretary to Government of Punjab
Department of Information Technology
- (ii) Shri K.R. Lakhanpal, IAS
Principal Secretary to Government of Punjab
Department of Finance
- (iii) Shri Nirmaljeet Singh Kalsi, IAS
Director-cum-Secretary, Information Technology
- (iv) Shri S.S. Rajput, IAS
Secretary to Government of Punjab
Department of Personnel

Shri Rajan Kashyap, IAS (Retd.), State Chief Information Commissioner was also invited to attend the meeting.

The Committee discussed the agenda of the meeting and following decisions were taken:-

1. It was decided that in terms of section 16(5)(a) of the Right to Information Act, 2005, the terms and conditions of service of the State Chief Information Commissioner would be same as that of an Election Commissioner of India.
2. As per Section 16(6) of Right to Information Act, 2005 the State Government is to provide the State Chief Information Commissioner and the State Information Commissioner with officers and employees as may be necessary for the efficient performance of their functions under this Act and the salaries and allowances payable to and the terms and conditions of services of the officers and other employees appointed for the purpose of the Act shall be such as may be prescribed.

Accordingly the following staff was initially recommended for the Commission:-

Sr. No.	Name of the Post	No. of Posts recommended
1.	Secretary for State Information Commission (IAS/PCS/Central Services officer on deputation)	1
2.	Secretary to State Chief Information Commissioner	1
3.	Private Secretary to Chief Information Commissioner	1
4.	Personal Assistant to Secretary	1
5.	System Administrator (for handling IT work)	1
6.	Legal Advisor	1

7.	Section Officer (SAS Cadre)	1
8.	Reader-cum-Ahalmad	1
9.	Senior Assistants	2
10.	Clerk-cum –Data Entry Operators	3
11.	Drivers	2
12.	Peons-cum-Messengers	4
	Total	19

The functioning of the Commission would be oriented for best application of Information Technology. The office staff listed above would attend to office work and also support the senior officers.

Additional staff may be necessary in due course, after the work of the Commission gets under way.

Maintenance, sanitation and security arrangements of the office would be outsourced on contract

3. The criteria for filling up of the above posts shall be as follows:-

Sr. No.	Name of the Post	Recruitment
1.	Secretary for the State Information Commission	IAS/PCS/Central Services officer on deputation
2.	Secretary to State Chief Information Commissioner	On transfer/deputation from Government or its agencies/from Open Market on Outsourcing/job work basis.
3.	Private Secretary	On transfer/deputation from Government or its agencies/from Open Market on Outsourcing/job work basis.
4.	Personal Assistant	On transfer/deputation from Government or its agencies/from Open Market on Outsourcing/job work basis.
5.	System Administrator	To be out-sourced on job work basis or on deputation from Government or its agencies.
6.	Legal Advisor	Legal Advisor shall be taken on retainer ship by the Commission.

7.	Asstt. Controller (F&A)/Section Officer (SAS Cadre)	On transfer/deputation from Government or its agencies
8.	Reader-cum-Ahlmad	On transfer/deputation from Government or its agencies.
9.	Senior Assistant	On transfer/deputation from Government or its agencies/from Open Market on Outsourcing/job work basis.
10.	Clerk-cum-Data Entry Operator	On transfer/deputation from Government or its agencies/from Open Market on Outsourcing/job work basis.
11.	Driver	On transfer/deputation from Government or its agencies/from Open Market on Outsourcing/job work basis.
12.	Peon-cum Messenger	On transfer/deputation from Government or its agencies/from Open Market on Outsourcing/job work basis.

In case the officers/officials are not available on deputation/ transfer basis from the Government or its agencies the services will be taken from the open market on outsourcing/job work basis/ contract basis for limited and fixed tenure.

As regards qualifications these shall be similar to that of the contract employees of the Punjab Government, wherever possible. The details of emoluments are at Annexure "A". The Legal Advisor will be hired from the open market at a reasonable rate to be determined by the Commission depending upon the person hired.

3. It was decided that the Commission would have the office outside the Main and the Mini Secretariat for the convenience of the public. The carpet area required for the office shall be with reference to the Government norms for the staff. For the time being the area may be 3500 sq. feet. Committee authorized State Chief Information Commissioner to arrange office accommodation for the Commission. The Commission will hire the building by following open procedure. The Commission may immediately start the procedure for hiring the office space.

4. It was decided to sanction two Ambassador Cars i.e. one for State Chief Information Commissioner and the other for Secretary of the Commission.

5. It was decided to provide a separate budget amounting to Rs. 107.60 lac per year and Rs. 35 lacs for the remaining year 2005-06 to the Commission details of which are at Annexure "B" and to authorize the Commission to utilize this budget by following due procedure.

6. It was also discussed that FD would immediately allocate two separate heads for the Commission, one pertaining to expenditure head and the other for opening common receipt head of account for receiving fee etc. Proposals in this regard have already been sent by Department of Information Technology and are pending with the Department of Finance which will be cleared on priority basis.

The meeting ended with a vote of thanks to the Chair.

Annexure 'A'

ESTABLISHMENT BUDGET (Estimates for a full 12 months period)

* These are approximate calculations and may vary on actual calculations w.r.t. Pb. Govt.

Sr. No.	Post	No. of Posts	Pay Scale (or Fixed emoluments per month in case of outsourcing)	Basic pay (Average of Min. & Max. of pay scale)	Monthly Emoluments per Post	Total Emoluments per Post
1.	Chief Information Commissioner @	1	-	-	-	-
2.	Secretary	1	18400-22400+1000 SA	20,400	44,836	5,3
3.	Legal Advisor	1	On retainership	-	25,000	3,0
4.	Section Officer (SAS Cadre)	1	6400-10640	8,520	19,020	2,2
5.	Secretary to CIC	1	13500-16800+1000 SA	15,150	34,126	4,0
6.	PS to CIC	1	7220-11600+600 SA	9,410	21,507	2,5
7.	Reader / Ahalmad	1	3120-5160 with start of Rs. 3220/-	4,000	9,000	1,0
8.	System Adminsitrator	1	16,000/- (fixed)	-	19,500 (including Service charges)	2,3
9.	PA to Secretary	1	6400-10640+300 SA	8,520	19,020	2,2
10.	Senior Assistant	2	5800-9200	7,500	16,646	1,9
11.	Clerks-cum-Data Entry Operators	3	5,000/- (fixed)	-	6,200 (including Service charges)	74
12.	Driver	2	5,500/- (fixed)	-	6,850 (including Service charges)	82
13.	Peon-cum-Messenger	4	4,000/- (fixed)	-	5,000 (including Service charges)	60
	Total	20				

instructions as applicable from time to time.

@ Chief Information Commissioner. The terms and conditions would be as per the Act, on par with Election Commissioner of India.

ESTIMATE OF FINANCIAL IMPLICATIONS

Sr. No.	Head of Account	Estimated Annual Expenditure (Rupees in Lacs)
1.	Pay & Allowances (As per Statement 'A')	42.00
2.	Medical	1.00
3.	Travelling Allowance	3.00
4.	Office Expenses	
	a) Misc. expenses	10.00
	b) Cars (Cost of two cars)	10.00
	c) Interiors	10.00
	d) Furniture	10.00
	e) Computers (6 Nos)	3.00
	f) A.C.s (2 nos.)	0.60
	g) Fax, Photo copier	1.00
		44.60
5.	Telephone	3.00
6.	POL (Petrol, Oil & Lubricants)	2.00
7.	Rent, Rates and Taxes	12.00
	GRAND TOTAL	107.60

Annexure XII

ESTABLISHING OFFICE OF STATE INFORMATION COMMISSION
PUNJAB: STEPS IN THE PROCESS

S. No.	Action	Date
1.	Notification constituting the Commission	11.10.2005
2.	Oath of office by CIC	18.10.2005
3.	Meeting of CIC with Chief Secretary, Punjab for posts, funds, infrastructure	28.11.2005
4.	Creation of Technical Committee for works and interiors	29.11.2005
5.	Selecting and hiring office premises, SCO 84-85, Sector 17-C, Chandigarh	December 2005 to January 2006

6.	Allocation of minor civil works for construction	03.02.2006
7.	Commissioning of SIC office	20.03.2006
8.	Inauguration of office of Commission by His Excellency, The Governor, Punjab	11.05.2006
9.	Oath of office by four SICs	17.05.2006
10.	Selection and hiring of additional office premises, SCO 32-33-34, Sector 17, Chandigarh	July 2006 to September 2006
11.	Civil works and interiors in new building	October 2006 to November 2006
12.	Commissioning of second office building	November 2006

Annexure XIII

MEMBERS OF TECHNICAL COMMITTEE

1.	Sh. D.P.Bajaj	Former chief Engineer, Punjab	Civil Engineer
2.	Sh. T.S.Madan	Former Managing Director, Punjab Water Supply & Sewerage Board	Public Health
3.	Sh. N.K.Aggarwal	Assistant Engineer, Govt. of Punjab	Civil Works
4.	Sh. S.S.Bagha	Senior Architect, Punjab	Architecture
5.	Sh. Deepak Nanda	Chief Executive, Punjab Infotech (a joint venture of Punjab Govt.)	Information Technology
6.	Sh. P.S.Chowdhry	Monitoring & Media Professional	Art and Design
7.	Ms. Neeta Mohindra	Professor Fine Arts, DAV College for Women, Amritsar	Aesthetics
8.	Sh. Ajay Yashpaul	Artist	Artwork
9.	Sh. Dharam Vir	Designer	Interiors
10.	Sh. Ajaypreet Singh	Telecom Professional	Telecommunications
11.	Sh. Pritpal Singh	Environmental Engineer, Punjab State Council for Science & Technology	Equipment

WELCOME TO THE STATE INFORMATION COMMISSION PUNJAB

JI AYIA NOO

**FEEDBACK FORM FROM PERSONS VISITING STATE INFORMATION COMMISSION
FOR HEARINGS**

Ref: CC or Ac No. & date				
Name				
Visiting from (place)				
1. How did you hear about the RTI ACT. Please tick appropriate column:				
	PRESS	TV	FRIENDS	OTHERS, PLEASE SPECIFY
2. Was it easy to find the APIO/PIO of the concerned department:			yes	no
3. Were you guided properly on how to make your request, pay the fee and deposit your request?				
			yes	no
4. What is the nature of your request under the RTI Act:				
5. Whose help did you seek in filing your complaint/appeal to the State Commission?				
6. What steps should be taken to popularise this act and make it more effective?				

**THANK YOU FOR TAKING TIME TO FILL THIS FORM. THIS WILL HELP YOUR
RIGHT TO INFORMATION**

Annexure XV
Department-wise Reports – Section 25
1. AGRICULTURE/ FINANCIAL COMMISSIONER
DEVELOPMENT

REPORT UNDER SECTION 25 RECEIVED FROM 54 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Penal Fee	Total Penalty
1	Department of Agriculture	10	3	3	(1)-81d	0	400	12	0
					(1)-81h				
					(1)-81j				
2	Punjab Agricultural University Ludhiana	117	2	2	(1)-81e	0	21214	0	0
					(1)-81i				
3	Deptt of Soil and Water Conservation Chandigarh	0	0			0	0	0	0
4	Deptt of Soil and Water Conservation Mohali	0	0			0	0	0	0
5	Deptt of Soil and Water Conservation Ropar	0	0			0	0	0	0
6	Deptt of Soil and Water Conservation Hoshiarpur	0	0			0	0	0	0
7	Deptt of Soil and Water Conservation Nawanshehar	0	0			0	0	0	0
8	Deptt of Soil and Water Conservation Sangrur	0	0			0	0	0	0
9	Deptt of Soil and Water Conservation Patiala	0	0			0	0	0	0
10	Deptt of Soil and Water Conservation Jalandhar	0	0			0	0	0	0
11	Deptt of Soil and Water Conservation Ludhiana	0	0			0	0	0	0
12	Deptt of Soil and Water Conservation Amritsar	0	0			0	0	0	0
13	Deptt of Soil and Water Conservation Gurdaspur	0	0			0	0	0	0
14	Deptt of Soil and Water Conservation Ferozepur	0	0			0	0	0	0

15	Deptt of Soil and Water Conservation Faridkot	0	0			0	0	0	0
16	Deptt of Soil and Water Conservation Bathinda	0	0			0	0	0	0
17	Deptt of Soil and Water Conservation Mansa	0	0			0	0	0	0
18	Deptt of Soil and Water Conservation Mukatsar	0	0			0	0	0	0
19	Deptt of Soil and Water Conservation Mohali M	0	0			0	0	0	0
20	Deptt of Soil and Water Conservation Mohali TI	0	0			0	0	0	0
21	Deptt of Soil and Water Conservation Mohali SS	0	0			0	0	0	0
22	Punjab Agri Export Corporation Ltd	0	0			0	0	0	0
23	Punjab Agro Industries Corporation	4	0			0	200	0	0
24	Punjab Agro Food Grain Corporation	8	0			0	320	104	0
25	Punjab Mandi Board	106	0			0	3479	11122	0
27	Punjab State Warehousing Corporation Ltd	51	1	1	(1)-81j	0	2050	1938	0
28	Punjab State Container and Warehousing Corporation	0	0			0	0	0	0
29	Punjab State Seed Corporation Ltd	0	0			0	0	0	0
30	Punjab State Seed Certification Authority	0	0			0	0	0	0
31	Department of Horticulture Chandigarh	0	0			0	0	0	0
32	Department of Horticulture Amritsar	0	0			0	0	0	0
33	Department of Horticulture Bathinda	0	0			0	0	0	0
34	Department of Horticulture Abohar	0	0			0	0	0	0
35	Department of Horticulture Faridkot	0	0			0	0	0	0
36	Department of Horticulture Gurdaspur	0	0			0	0	0	0
37	Department of Horticulture Hoshiarpur	0	0			0	0	0	0
38	Department of Horticulture Jalandhar	0	0			0	0	0	0

39	Department of Horticulture Ludhiana	0	0			0	0	0	0
40	Department of Horticulture Patiala	0	0			0	0	0	0
41	Department of Horticulture Sangrur	0	0			0	0	0	0
42	Department of Horticulture TaranTarn	0	0			0	0	0	0
43	Department of Horticulture Mohali	0	0			0	0	0	0
44	Department of Horticulture Ropar	0	0			0	0	0	0
45	Department of Horticulture Fatehgarh Sahib	0	0			0	0	0	0
46	Department of Horticulture Mukatsar	0	0			0	0	0	0
47	Department of Horticulture Moga	0	0			0	0	0	0
48	Department of Horticulture Nawanshehar	0	0			0	0	0	0
49	Department of Horticulture Kapurthala	0	0			0	0	0	0
50	Department of Horticulture Mansa	0	0			0	0	0	0
51	Department of Horticulture HO Chd	5	0			0	50	30	0
52	Dept. of colonization Pb.	3	0			0	70	0	0
53	Pb. agricultural univ Ludhiana	117	2	2	(1)-81d	0	212 14	0	0
					(1)-81h				
54	Pb. state warehousing corporation	51	1			0	205 0	1938	0
	Total	472	9	8		0	510 47	15144	0

3. ARCHITECT

No Reports Received

2. ANIMAL HUSBANDRY

REPORT UNDER SECTION 25 RECEIVED FROM 4 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action taken	Registration Fee	Additional Fee	Total Penalty
1	Animal husbandry branch and section	0	0	0	0	0	0
2	Dairy Development Department Punjab	1	0	0	10	40	0
3	Director Animal Husbandary	17	0	0	1177	0	0
4	Director Fisheries	0	0	0	0	0	0
	Total	18	0	0	1187	40	0

4. CENSUS

No Reports Received

5. COOPERATION

REPORT UNDER SECTION 25 RECEIVED FROM 27 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Registrar, Coop. Socs. Punjab.	56	0	0	560	626	0
2	Deputy Registrar, Cooperative Societies, Sangrur	4	0	3	40	46	0
3	Deputy Registrar, Cooperative Socs. Ropar	1	0	0	2	0	0
4	Deputy Registrar, Cooperative Societies, F.G. Sahib	2	0	0	18	0	0
5	Deputy Registrar, Cooperative Societies, Jalandhar	4	0	0	20	1862	0
6	Deputy Registrar, Cooperative Societies, Amritsar	0	0	0	0	0	0
7	Deputy Registrar, Cooperative Societies, Hoshiarpur	0	0	0	0	0	0
8	Deputy Registrar, Cooperative Societies, Kapurthala	3	0	0	29	46	0
9	Deputy Registrar, Cooperative Societies, Nawanshahr	1	0	0	10	0	0
10	Deputy Registrar, Cooperative Societies, Gurdaspur	1	1	0	0	0	0
11	Joint Registrar, Cooperative Societies, Jalandhar	2	0	0	10	24	0
12	Deputy Registrar, Cooperative Societies, Ferozepur	1	0	0	10	18	28
13	Deputy Registrar, Cooperative Societies, Moga	0	0	0	0	0	0
14	Deputy Registrar, Cooperative Societies, Bathinda	0	0	0	0	0	0
15	Deputy Registrar, Cooperative Societies, Faridkot	0	0	0	0	0	0

16	Deputy Registrar, Cooperative Societies, Mansa	0	0	0	0	0	0
17	Markfed, Punjab, Chandigarh	41	0	0	1566	0	0
18	Markfed, Punjab, Chandigarh	41	0	0	0	0	1566
19	Milkfed, Punjab	8	0	0	400	0	0
20	The Punjab Institute of Cooperative Training	0	0	0	0	0	0
21	Sugarfed, Punjab	2	0	0	450	0	0
22	Housefed, Punjab	7	2	0	90	0	0
23	The Punjab State Cooperative Development Fed. Ltd.	0	0	0	0	0	0
24	Punjab State Cooperative Handloom Federation Ltd.	0	0	0	0	0	0
25	The Punjab State Cooperative Labour and Construction Federation Ltd.	0	0	0	0	0	0
26	The Punjab State Coop. Agri. Dev. Bank Ltd.	16	6	0	650	770	0
27	The Punjab State Cooperative Bank Ltd.	12	0	0	340	0	0
	Total	202	9	3	4195	3392	1594

6. SCHOOL EDUCATION PUNJAB

REPORT UNDER SECTION 25 RECEIVED FROM 7 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	DPI Elementary Education	9	0			0	120	0	0
2	Pb. School Education Board	80	6	6	(1)-81e	0	10691	0	0
					(5)-81j				
3	SPD sarav shiksha abhiyan Pb	0	0			0	0	0	0

4	DGSE Pb. ICT Education society	1	0			0	10	0	0
5	SCERT	2	0			0	100	0	0
6	DPI Secodary Education	85	0			0	2590	0	0
7	Adminstrative Deptt. Sectt. level	2	0			0	250	0	0
	Total	179	6	6		0	13761	0	0

7. EMPLOYMENT & LABOUR

REPORT UNDER SECTION 25 RECEIVED FROM 5 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	SH. PREM SINGH	6	1	0	180	36	0
2	SH. PREM SINGH	0	0	0	0	0	0
3	N. K. Kalsi, IAS	6	1	0	180	36	0
4	Director Employment	6	1	0	216	0	0
5	Labour and Employment Deptt	16	1	0	896	0	0
	Total	34	4	0	1472	72	0

8. CHIEF ELECTORAL OFFICER

REPORT UNDER SECTION 25 RECEIVED FROM 1 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Sundaram Krishna IAS	1	0	0	10	10	0

9. EXCISE & TAXATION

REPORT UNDER SECTION 25 RECEIVED FROM 48 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	E T C	0	0			0	0	0	0
2	Sh HARINDER PAL SINGH	3	0			0	150	0	0
3	Sh P K SHARMA	0	0			0	0	0	0
4	ETC	35	6	6	(6)-81d	0	1510	72	0
5	Sh TEJVIR SINGH SIDHU	2	0			0	100	0	0
6	Sh RAM LAL	1	0			0	20	0	0
7	Smt BABITA	0	0			0	0	0	0
8	Sh PARAMPAL SINGH	0	0			0	0	0	0
9	Smt RAJINDER KAUR	0	0			0	0	0	0
10	Sh GURTEJ SINGH	0	0			0	0	0	0
11	Sh ASHOK BATIA	0	0			0	0	0	0
12	Smt SURINDER RIAR	0	0			0	0	0	0
13	Sh D K VERMA	8	0			0	80	480	0
14	Sh M S KUNDLAS	0	0			0	0	0	0

15	Sh R S GILL	0	5	3	(3)-81d	3	40	55	0
16	Mrs BALDEEP KAUR	1	0			0	10	100	0
17	Mrs NAVDEEP BHINDER	5	0			0	20	0	0
18	Sh ASHOK KUMAR	0	0			0	0	0	0
19	Sh T S VIRK	0	0			0	0	0	0
20	Sh MAHAVIR SINGH	4	1	1	(1)-81d	0	40	80	0
21	Sh P K GARG	0	0			0	0	0	0
22	Sh JASPAL GARG	4	1	1	(1)-81d	0	40	390	0
23	Sh J P GUPTA	0	0			0	50	80	0
24	Sh H P S GHOTRA	0	0			0	0	0	0
25	V.K. Ohri, IAS	17	0			0	1316	0	0
26	SPIO Head Office	35	6	6	(6)-81d	0	1510	72	0
27	SPIO Nawanshahar	0	0			0	0	0	0
28	SPIO Ropar	0	0			0	0	0	0
29	SPIO Jalandahr I	0	0			0	0	0	0
30	SPIO Ludhiana III	0	0			0	0	0	0
31	SPIO Faridkot	1	0			0	50	80	0
32	SPIO Ferozepur	4	1	1	(1)-81d	0	40	80	0
33	SPIO Ludhiana I	8	0			0	80	480	0
34	SPIO Bathinda	4	1	1	(1)-81d	0	40	390	0
35	SPIO Sangrur	0	0			0	0	0	0
36	SPIO Gurdaspur	2	0			0	100	0	0
37	SPIO Mansa	0	0			0	0	0	0

38	SPIO Moga	0	0			0	0	0	0
39	SPIO Hoshiarpur	1	0			0	20	0	0
40	SPIO Amritsar II	0	0			0	0	0	0
41	SPIO Muktsar	0	0			0	0	0	0
42	SPIO Fatehgarh S.	0	0			0	0	0	0
43	SPIO Jalandahr II	0	0			0	0	0	0
44	SPIO Mohali	1	0			0	10	100	0
45	SPIO Tarar Tarn	0	0			0	0	0	0
46	SPIO Kapurthala	0	0			0	0	0	0
47	SPIO Amritsar I	3	0			0	150	0	0
48	SPIO Patiala	5	0			0	20	0	0
	Total	144	21	19		3	5396	2459	0

10. FINANCE

REPORT UNDER SECTION 25 RECEIVED FROM 8 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Dir. Treasury and Accounts	40	1	0	5580	0	0
2	Examiner Local Fund Accounts	3	1	0	110	0	0
3	Dir. Pb. State Lotteries	2	0	0	200	0	0
4	Dir. Institutional finance and banking	0	0	0	0	0	0
5	Dir. Disinvestment	0	0	0	0	0	0
6	Dir. small savings	2	0	0	10	0	0
7	Dir. finance resources and economic intelligence	1	0	0	0	0	0
8	Finance Deptt.	4	1	0	338	0	0
	Total	52	3	0	6238	0	0

11. PLANNING

REPORT UNDER SECTION 25 RECEIVED FROM 2 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Punjab State Planning Board	0	0	0	0	0	0
2	Economic and Statistical Organization	13	0	0	130	2915	0
	Total	13	0	0	130	2915	0

12. FOOD & CIVIL SUPPLIES

REPORT UNDER SECTION 25 RECEIVED FROM 4 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection	Disciplinary Action Taken	Registration Fee	Additional	Total
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					(Section)			Fee	Penalty
1	Principal Secretary, Food Civil Supplies and Consumer Affairs Department	72	7	7	(7)-other	0	3190	0	0
2	Managing Director, Punjab	35	2	2	(2)-81h	0	1830	0	0
3	Punjab State Consumer Disputes Redressal Commission	5	1	1	(1)-other	0	30	24	0
4	S.P. Singh	36	0			0	1654	0	0
	Total	148	10	10		0	6704	24	0

**13. HEALTH & FAMILY WELFARE
REPORT UNDER SECTION 25
RECEIVED FROM 3 PUBLIC
AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Punjab State AIDS Control Society	0	0	0	0	0	0
2	Department of Health General Punjab	38	0	0	380	916	0
3	Department of Family Welfare Punjab	11	1	0	410	0	0
4	HD Director Health Services SI	3	0	0	110	0	0
	Total	52	1	0	900	916	0

14. HOME AFFAIRS & JUSTICE

**REPORT UNDER SECTION 25 RECEIVED FROM 9
PUBLIC AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Prosecution and Litigation	12	1			0	440	650	1090
2	Police Housing Co.	0	0			0	0	0	0
3	Home Guards and Civil Defence	6	0			0	390	0	0

4	Advocate General	0	0			0	0	0	0
5	Charitable Endowmentsa	0	0			0	0	0	0
6	S. H. Naqvi,Ado Wakf Board	1	0			0	75	0	0
7	Director General of police	6259	144	144	(144)-other	0	572849	0	0
8	DGP Prison	10	0			0	250	0	0
9	L.R. and Secy. Legal	0	0			0	0	0	0
	Total	6288	145	144		0	574004	650	1090

15. INFORMATION TECHNOLOGY & ADMINISTRATIVE REFORMS

REPORT UNDER SECTION 25

RECEIVED FROM 1 PUBLIC

AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Programme Implementation (Principal Secretary to Govt. Punjab)	0	0			0	0	0	0
	Total	0	0	0		0	0	0	0

16. INDUSTRIES & COMMERCE

REPORT UNDER SECTION 25

RECEIVED FROM 6 PUBLIC

AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	DIC	45	0			0	845	338	0
2	PSIDC	6	0			0	300	50	0

3	PFC	74	1	1	(1)-81e	0	890	2714	0
4	PKVIB	3	1	1	(1)-other	0	30	60	0
5	PSIEC	43	0			0	3725	455	0
6	LEATHERA	0	0			0	0	0	0
	Total	171	2	2		0	5790	3617	0

17. IRRIGATION

REPORT UNDER SECTION 25 RECEIVED FROM 41 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	SE,ASR	3	0			0	2320	0	0
2	SE, Patiala	0	0			0	0	0	0
3	IB,Patiala	4	0			0	360	0	0
4	SE,Ludhiana	5	0			0	210	0	0
5	SE, Ferozepur	0	0			0	0	0	0
6	Dir, H.O. Chd	0	0			0	0	0	0
7	SE,Jalandhar	3	0			0	150	0	0
8	A.D.C., Amritsar	0	0			0	0	0	0
9	P.D.C., Patiala	7	1			0	414	0	0
10	F.D.C., Ferozepur	1	0			0	50	0	0
11	Giddarbaha D.C.	1	0			0	50	0	0
12	C. Lining C. PTA.	1	0			0	450	0	0
13	C. Lining, Ferozepur	1	0			0	50	0	0

14	C. Lining, Bathinda	0	0			0	0	0	0
15	Dholbaha Dam, HPR	3	0			0	640	0	0
16	Kandi Canal,HPR	0	0			0	0	0	0
17	Admn. RSDam S	0	0			0	0	0	0
18	SE, CHD	4	0			0	160	0	0
19	RSDDO, CHD	10	7			0	626	0	0
20	SYL Const,CHD	12	0			0	498	0	0
21	W.C.HO CHD	2	0			0	100	0	0
22	DD, SE, Jalandhar	0	0	1	(1)-other	0	0	0	0
23	DD, SE, Ferozepur	0	0			0	0	0	0
24	DD, Drainage Circle, Patiala	0	0			0	0	0	0
25	DD, Drainage Circle, Amritsar	0	0			0	0	0	0
26	DD, CMC Pb.,Chd	0	0			0	0	0	0
27	DD,XEN, Golewala Drg. Divn., Ferozepur	1	0			0	50	0	0
28	DD,XEN,Dr g. Divn., Jalandhar	1	0			0	50	0	0
29	DD,XEN, Drg. Divn., Phagwara	1	0			0	50	0	0
30	DD,XEN, Drg. Divn., Hoshiarpur	1	0			0	50	0	0
31	DD,XEN,M ech Drg. Divn., Nagal	1	0			0	50	0	0
32	DD,XEN,Dr g. Divn.,Amrit sar	1	0			0	50	0	0
33	DD,XEN,D CD Amritsar	1	0			0	0	0	0

34	DD,XEN, Bari Doab, ritsar	1	0			0	50	0	0
35	DD,XEN,M ech Drg. Divn., Amritsar	2	0			0	200	0	0
36	DD,XEN,Dr g. Divn.,Gurd aspur	3	0			0	200	0	0
37	DD,XEN,Dr g. Divn.,Patial a	2	0			0	110	0	0
38	DD,XEN,Dr g. Divn., Sangrur	1	0			0	50	0	0
39	DD,XEN,Dr g. Divn., Mansa	1	0			0	150	0	0
40	DD, XEN Mech.Drg. Divn. Mansa	2	0			0	50	0	0
41	DD, XEN Drg. Divn. Rajpura	1	0			0	50	0	0
	Total	77	8	1		0	7238	0	0

**18. PUBLIC HEALTH
(WATER SUPPLY &
SANITATION)
REPORT UNDER SECTION 25
RECEIVED FROM 4 PUBLIC
AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Govt. level	11	4	0	170	200	0
2	HO level	6	1	0	460	210	0
3	Circle level	0	0	0	0	0	0
4	Div. level	0	0	0	0	0	0
	Total	17	5	0	630	410	0

19. PUBLIC WORKS (B &R)

**REPORT UNDER SECTION 25
RECEIVED FROM 1 PUBLIC**

AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Executive Engineer	0	0	0	0	0	0
	Total	0	0	0	0	0	0

20. FINANCIAL COMMISSIONER REVENUE**REPORT UNDER SECTION 25 RECEIVED
FROM 25 PUBLIC AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	FCR	49	7			0	1174	71	0
2	Commissioner Ferozepur	5	0			0	0	6	0
3	Commissioner Faridkot	3	0			0	668	292	0
4	Commissioner Patiala	4	0			0	50	0	0
5	Commissioner Jalandhar	0	0			0	0	0	0
6	D.L.R. Jalandhar	9	4	10	(10)-other	0	240	240	0
7	D.C. Ferozepur	64	0			0	1422	764	0
8	D.C. Ludhiana	198	0			0	2996	0	0
9	D.C. Bhatinda	118	0			0	2140	3016	0
10	D.C. Ropar	24	0			0	240	830	0
11	D.C. Patiala	24	0			0	140	188	0
12	D.C. Faridkot	20	0			0	190	561	0
13	D.C. Barnala	1	0			0	50	0	0
14	D.C. Sangrur	8	0			0	80	0	0
15	D.C. Hoshiarpur	119	0			0	4080	3196	0
16	D.C. Amritsar	40	0			0	690	481	0

17	D.C. Moga	18	0			0	180	326	0
18	D.C. Muktsar	28	0			0	310	312	0
19	D.C. Gurdaspur	8	0			0	300	0	0
20	D.C. Kapurthala	15	0			0	240	130	0
21	D.C. Nawanshahar	1	0			0	0	90	0
22	D.C. Jalandhar	56	0			0	560	0	0
23	D.C. Mansa	14	2	2	(2)-other	0	140	261	0
24	D.C. Taran Tarn	0	0			0	0	0	0
25	D.C. Mohali	16	0	0	0	0	160	125	0
	Total	842	13	12		0	16050	10889	0

**21. RURAL DEVELOPMENT ,
PANCHAYATS
REPORT UNDER SECTION 25
RECEIVED FROM 1 PUBLIC
AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	U.D.S. Ghuman	0	0	0	0	0	0
	Total	0	0	0	0	0	0

**22. SOCIAL SECURITY DEVELOPMENT OF
WOMEN & CHILDREN**

**REPORT UNDER SECTION 25 RECEIVED
FROM 6 PUBLIC AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Secretary social security and women and child development	0	0	0	0	0	0

	deptt.						
2	Director social security and women and child development deptt.	72	23	0	190	0	0
3	Chairperson Pb. state commission for women	0	0	0	0	0	0
4	Secretary, Pb. state social welfare board	0	0	0	0	0	0
5	District social security officers	23	0	0	1493	0	0
6	District programme officer	2	0	0	120	0	0
	Total	97	23	0	1803	0	0

23. DEFENCE WELFARE

REPORT UNDER SECTION 25 RECEIVED FROM 1 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	PESCO	10	0	0	630	0	0
	Total	10	0	0	630	0	0

24. WELFARE OF SCs/BCs

REPORT UNDER SECTION 25 RECEIVED FROM 1 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Secretary Welfare	41	0	0	1016	0	0
	Total	41	0	0	1016	0	0

25. HOUSING & URBAN DEVELOPMENT

REPORT UNDER SECTION 25 RECEIVED FROM 3 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
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1	DEPTT. OF TOWN AND COUNTRY PLANNING	9	0	0	250	0	0
2	PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY	210	0	0	6871	13540	0
3	GREATER MOHALI AREA DEVELOPMENT AUTHORITY	81	0	0	4920	0	0
Total		300	0	0	12041	13540	0

26. LOCAL GOVERNMENT

REPORT UNDER SECTION 25 RECEIVED FROM 116 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	State urban development authority	0	0			0	0	0	0
2	Pb water supply and sewerage board	17	0			0	170	1468	1638
3	Deputy Director Rajpura (Patiala)	3	0			0	40	125	165
4	Deputy Director Nabha (Patiala)	0	0			0	0	0	0
5	Deputy Director Samana (Patiala)	0	0			0	0	0	0
6	Deputy Director Patran (Patiala)	0	0			0	0	0	0
7	Deputy Director Ghagga (Patiala)	0	0			0	0	0	0
8	Deputy Director Banur (Patiala)	1	0			0	50	0	50
9	Deputy Director Sanaur (Patiala)	2	0			0	20	4	24
10	Deputy Director Ghanaur (Patiala)	0	0			0	0	0	0
11	Deputy Director Sangrur	11	0			0	110	0	110
12	Deputy Director Barnala (Sangrur)	0	0			0	0	0	0
13	Deputy Director Malerkotla (Sangrur)	6	0			0	370	0	370
14	Deputy Director Ahmadgarh (Sangrur)	1	0			0	10	0	10
15	Deputy Director Mohali	7	0			0	260	0	260

16	Deputy Director Kharar (Mohali)	12	0			0	120	636	736
17	Deputy Director Kurali (Mohali)	0	0			0	0	0	0
18	Deputy Director Derabassi (Mohali)	1	0			0	10	0	10
19	Deputy Director Zirakpur (Mohali)	1	0			0	10	0	10
20	Exe officer, Municipal Council Pathankot (Amritsar)	0	0			0	0	0	0
21	Exe officer, Municipal Council Gurdaspur (Amritsar)	0	0			0	0	0	0
23	Exe officer, Municipal Council Sujampur (Amritsar)	0	0			0	0	0	0
24	Exe officer, Municipal Council Sri Hargobindpur (Amritsar)	1	0			0	10	0	0
25	Exe officer, Municipal Council Qadian (Amritsar)	0	0			0	0	0	0
26	Exe officer, Municipal Council Fatehgarh Churian (Amritsar)	0	0			0	0	0	0
27	Exe officer, Municipal Council Dhariwal (Amritsar)	3	0			0	30	0	0
28	Exe officer, Municipal Council Dera Baba Nanak (Amritsar)	0	0			0	0	0	0
29	Exe officer, Municipal Council Dina Nagar (Amritsar)	0	0			0	0	0	0
30	Exe officer, Municipal Council Tarn Taran (Amritsar)	0	0			0	0	0	0
31	Exe officer, Municipal Council Patti (Amritsar)	0	0			0	0	0	0
32	Exe officer, Municipal Council Khemkaran (Amritsar)	0	0			0	0	0	0
33	Exe officer, Municipal Council Ajnala (Amritsar)	0	0			0	0	0	0
34	Exe officer, Municipal Council Jandiala Guru (Amritsar)	8	0			0	450	0	0
35	Exe officer, Municipal Council Rayya (Amritsar)	1	0			0	10	0	0
36	Exe officer, Municipal Council Raja Sansi (Amritsar)	0	0			0	0	0	0
37	Exe officer, Municipal Council Ramdas (Amritsar)	0	0			0	0	0	0

38	Exe officer, Municipal Council Majitha (Amritsar)	0	0			0	0	0	0
39	Regional Deputy Director Adampur (Jalandhar)	5	0			0	76	76	0
40	Regional Deputy Director Alawalpur (Jalandhar)	0	0			0	0	0	0
41	Regional Deputy Director Balachaur (Jalandhar)	0	0			0	0	0	0
42	Regional Deputy Director Banga (Jalandhar)	0	0			0	0	0	0
43	Regional Deputy Director Begowal (Jalandhar)	0	0			0	0	0	0
44	Regional Deputy Director Bhogpur (Jalandhar)	0	0			0	0	0	0
45	Regional Deputy Director Bhulath (Jalandhar)	2	0			0	0	0	0
46	Regional Deputy Director Dasuya (Jalandhar)	0	0			0	0	0	0
47	Regional Deputy Director Dhilwan (Jalandhar)	0	0			0	0	0	0
48	Regional Deputy Director Garhdiwala (Jalandhar)	0	0			0	0	0	0
49	Regional Deputy Director Garhshankar (Jalandhar)	0	0			0	0	0	0
50	Regional Deputy Director Goraya (Jalandhar)	0	0			0	0	0	0
51	Regional Deputy Director Haryana (Jalandhar)	0	0			0	0	0	0
52	Regional Deputy Director Hoshiarpur (Jalandhar)	21	0			0	650	272	0
53	Regional Deputy Director Kapurthala (Jalandhar)	56	2			0	0	0	0
54	Regional Deputy Director Kartarpur (Jalandhar)	0	0			0	0	0	0
55	Regional Deputy Director Lohian Khas (Jalandhar)	2	0			0	20	100	0
56	Regional Deputy Director Mahilpur (Jalandhar)	3	0			0	15	255	0
57	Regional Deputy Director Mukerian (Jalandhar)	0	0			0	0	0	0
58	Regional Deputy Director Nakodar (Jalandhar)	0	0			0	0	0	0
59	Regional Deputy Director Nawanshahr (Jalandhar)	1	0			0	10	0	0
60	Regional Deputy Director Nurmahal (Jalandhar)	0	0			0	0	0	0

61	Regional Deputy Director Phagwara (Jalandhar)	0	0			0	0	0	0
62	Regional Deputy Director Phillaur (Jalandhar)	1	1			0	100	0	0
63	Regional Deputy Director Rahon (Jalandhar)	0	0			0	0	0	0
64	Regional Deputy Director SP Lodhi (Jalandhar)	0	0			0	0	0	0
65	Regional Deputy Director Shahkot (Jalandhar)	0	0			0	0	0	0
66	Regional Deputy Director Shamchurasi (Jalandhar)	0	0			0	0	0	0
67	Regional Deputy Director Tanda (Jalandhar)	0	0			0	0	0	0
68	M.C. Khanna	88	0			0	880	528	0
69	M.C. Samrala	1	0			0	10	18	0
70	MC Doraha	4	0			0	80	0	0
71	N.P Sahnewal	2	0			0	20	0	0
72	MC Nagal	1	0			0	10	10	0
73	MC Raikot	1	0			0	480	0	480
74	MC Amlloh	15	0			0	750	0	750
75	MC Ropar	3	0			0	120	0	0
76	MC Sirhand	37	2			0	1445	0	0
77	MC Jagraon	0	0			0	0	0	0
78	MC Payal	0	0			0	0	0	0
79	MC Morinda	0	0			0	0	0	0
80	MC Anandpur	0	0			0	0	0	0
81	MC Machiwara	0	0			0	0	0	0
82	MC Mullanpur	0	0			0	0	0	0
83	MC Khomano	0	0			0	0	0	0

84	MC Bassi Pathana	0	0			0	0	0	0
85	NP Malod	0	0			0	0	0	0
86	M.C. Ferozepur	0	0			0	0	0	0
87	M.C. Abohar (Ferozepur)	2	0			0	40	40	0
88	M.C. Fazilka (Ferozepur)	0	0			0	0	0	0
89	M.C. Jalalabad (Ferozepur)	0	0			0	0	0	0
90	M.C. Guruharsahai (Ferozepur)	0	0			0	0	0	0
91	M.C. Talwandi Bhai (Ferozepur)	0	0			0	0	0	0
92	M.C. Zira (Ferozepur)	0	0			0	0	0	0
93	M.C. Makhu (Ferozepur)	0	0			0	0	0	0
94	M.C. Moga (Ferozepur)	0	0			0	0	0	0
95	M.C. Dharmkot (Ferozepur)	0	0			0	0	0	0
96	M.C. Baghapurana (Ferozepur)	0	0			0	0	0	0
97	M.C. Badhani Kalan (Ferozepur)	0	0			0	0	0	0
98	M.C. Faridkot (Ferozepur)	0	0			0	0	0	0
99	M.C. Kotakapura (Ferozepur)	9	0			0	334	334	0
100	M.C. Jaitu (Ferozepur)	1	0			0	10	10	0
101	M.C. Goniana (Bathinda)	7	0			0	70	0	0
102	M.C. Bhucho Mandi (Bathinda)	4	0			0	160	0	0
103	M.C. Rampuraphul (Bathinda)	9	0			0	170	0	0
104	M.C. Raman (Bathinda)	9	0			0	90	240	0
105	M.C. Maur (Bathinda)	38	0			0	380	28	0
106	M.C. Sangat (Bathinda)	0	0			0	0	0	0

107	M.C. Kotfatta (Bathinda)	0	0			0	0	0	0
108	M.C. Mansa (Bathinda)	1	0	6	(6)-81c	0	30	0	0
109	M.C. Budhlada (Bathinda)	0	0			0	0	0	0
110	M.C. Bareta (Bathinda)	0	0			0	0	0	0
111	M.C. Bhikhi (Bathinda)	0	0			0	0	0	0
112	M.C. Sardulgarh (Bathinda)	0	0			0	0	0	0
113	M.C. Malout (Bathinda)	5	0			0	50	340	0
114	M.C. Muktsar (Bathinda)	0	0			0	0	0	0
115	M.C. Gidderbaha (Bathinda)	0	0			0	0	0	0
116	M.C. Barriwala (Bathinda)	0	0			0	0	0	0
	Total	403	5	6		0	7670	4484	4613

27. CULTURAL AFFAIRS

REPORT UNDER SECTION 25 RECEIVED FROM 1 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Deptt.of cultural affair	0	0	0	0	0	0
	Total	0	0	0	0	0	0

28. HOSPITALITY

No Reports Received

29. HIGHER EDUCATION

**REPORT UNDER SECTION 25 RECEIVED
FROM 8 PUBLIC AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Rajiv Gandhi National university of Law,Pb.	0	0			0	0	0	0
2	S.Harjinder Singh Sodhi	4	0			0	156	0	0
3	DPI Colleges Pb.	16	0			0	405	933	0
4	Director, Language Deptt. Pb . Patiala	5	2			0	195	0	0
5	Administrative Deptt. Edu.IBr and Edu. cell	8	0			0	1270	0	0
6	P.U. Chd	36	1	1	(1)-81h	0	410	402	0
7	Punjabi Univ, Patiala	18	4	1	(1)-81h	0	700	660	0
8	GNDU, Amritsar	31	2	3	(1)-81f	0	2005	1566	0
					(1)-81g				
					(1)-81i				
	Total	118	9	5		0	5141	3561	0

30. LEGAL REMEMBRANCES

**REPORT UNDER SECTION 25 RECEIVED
FROM 2 PUBLIC AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Legal Remembrancer and Secy to Govt of Pb.	0	0	0	0	0	0
2	Member Secretary	0	0	0	0	0	0
	Total	0	0	0	0	0	0

31. PRINTING & STATIONARY

**REPORT UNDER SECTION 25
RECEIVED FROM 1 PUBLIC
AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Total	Detail	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
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1	Sh. RPS Pawar, IAS	62	10	10	10 - 8(1) j	0	1916	20	0
	Total	62	10	10		0	1916	20	0

32. SPORTS & YOUTH SERVICES

REPORT UNDER SECTION 25

RECEIVED FROM 3 PUBLIC

AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Deptt. of Sports	2	0	0	65	0	0
2	Deptt. of Youth Services and C PYTE	0	0	0	0	0	0
3	Principal Secy.	0	0	0	0	0	0
	Total	2	0	0	65	0	0

33. PUBLIC RELATIONS

No Reports Received

34. PERSONNEL

REPORT UNDER SECTION 25

RECEIVED FROM 4 PUBLIC

AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	MGSIPA	0	0	0	0	0	0

2	SSS Board, Punjab	0	0	0	0	0	0
3	DOP	40	0	0	690	3423	0
4	PPSC	43	4	0	1274	1396	0
	Total	83	4	0	1964	4819	0

35. SCIENCE & TECHNOLOGY

REPORT UNDER SECTION 25 RECEIVED FROM 4 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Pb. Energy Development Agency	14	0	0	150	40	0
2	Pb. state council for science and technology	1	0	0	10	152	0
3	Pushpa Gujral science city	0	0	0	0	0	0
4	Pb. biotechnology incubator	0	0	0	0	0	0
	Total	15	0	0	160	192	0

36. MEDICAL EDUCATION & RESEARCH

REPORT UNDER SECTION 25 RECEIVED FROM 3 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Sh. Gurdip Singh, PCS	22	0	0	1294	0	0
2	Jagjit Puri, Secy., MER	7	0	0	659	0	0
3	P.P.S Coonar, Joint Director, MER	15	0	0	635	0	0
	Total	44	0	0	2588	0	0

37. TECHNICAL EDUCATION & INDUSTRIAL TRAINING

REPORT UNDER SECTION 25 RECEIVED FROM 114 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Superintendent Industrial Training Institute Baba Bakala (Indl Trg)	0	0			0	0	0	0
2	Principal Industrial Training Institute Sarhali	0	0			0	0	0	0
3	Principal Industrial Training Institute Patti	0	0			0	0	0	0
4	Superintendent Technical Industrial Training Institute Ranike (Indl Trg)	0	0			0	0	0	0
5	Principal Industrial Training Institute for women Amritsar (Indl Trg)	0	0			0	0	0	0
6	Principal Industrial Training Institute Pathankot (Indl Trg)	0	0			0	0	0	0
7	Head Mistress Industrial Training Institute for women Pathankot (Indl Trg)	0	0			0	0	0	0
8	Superintendent Industrial Training Institute Nakodar (Indl Trg)	0	0			0	0	0	0
9	Head Mistress Industrial Training Institute for women Kartarpur	0	0			0	0	0	0
10	Principal Industrial Training Institute Patiala (Indl Trg)	1	0			0	50	20	0
11	Head Mistress Industrial Training Institute for women Bhogpur	0	0			0	0	0	0
12	Superintendent Technical Industrial Training Institute Lalru	0	0			0	0	0	0
13	Superintendent Technical Industrial Training Institute Nabha (Indl Trg)	0	0			0	0	0	0

14	Principal Arts and Crafts Institute Nabha (Indl Trg)	0	0			0	0	0	0
15	Principal Industrial Training Institute Hoshiarpur (Indl Trg)	0	0			0	0	0	0
16	Principal Industrial Training Institute Talwara (Indl Trg)	0	0			0	0	0	0
17	Superintendent Industrial Training Institute Haryana (Indl Trg)	0	0			0	0	0	0
18	Principal Industrial Training Institute for women Tanda	0	0			0	0	0	0
19	Principal Industrial Training Institute SC Garhshankar (Indl Trg)	0	0			0	0	0	0
20	Superintendent Industrial Training Institute Talwandi Chaudrian (Indl Trg)	0	0			0	0	0	0
21	Principal Industrial Training Institute Kapurthala	0	0			0	0	0	0
23	Principal Industrial Training Institute Nangal (Indl Trg)	0	0			0	0	0	0
24	Head Mistress Industrial Training Institute for women Ropar (Indl Trg)	0	0			0	0	0	0
25	Head Mistress Industrial Training Institute for women Morinda (Indl Trg)	0	0			0	0	0	0
26	Principal Industrial Training Institute Fazilka (Indl Trg)	0	0			0	0	0	0
27	Principal Industrial Training Institute Faridkot (Indl Trg)	0	0			0	0	0	0
28	Head Mistress Industrial Training Institute for women Kotkapura (Indl Trg)	0	0			0	0	0	0
29	Principal Industrial Training Institute Bassi Pathana (Indl Trg)	0	0			0	0	0	0
30	Principal Industrial Training Institute Sunam (Indl Trg)	0	0			0	0	0	0

31	Superintendent Industrial Training Institute Barnala (Indl Trg)	0	0			0	0	0	0
32	Principal Industrial Training Institute Budladha (Indl Trg)	0	0			0	0	0	0
33	Head Mistress Industrial Training Institute for women Sangrur (Indl Trg)	0	0			0	0	0	0
34	Head Mistress Industrial Training Institute for women Kharar (Indl Trg)	0	0			0	0	0	0
35	Head Mistress Industrial Training Institute for women Barnala (Indl Trg)	0	0			0	0	0	0
36	Head Mistress Industrial Training Institute for women Dhuri (Indl Trg)	0	0			0	0	0	0
37	Head Mistress Industrial Training Institute for women Moonak (Indl Trg)	0	0			0	0	0	0
38	Head Mistress Industrial Training Institute Mansa (Indl Trg)	0	0			0	0	0	0
39	Head Mistress Industrial Training Institute for women Chuhar Chak (Indl Trg)	0	0			0	0	0	0
40	Principal Industrial Training Institute Muktsar (Indl Trg)	0	0			0	0	0	0
41	Superintendent Technical Industrial Training Institute Sarainaga (Indl Trg)	0	0			0	0	0	0
42	Principal Industrial Training Institute for women Kheowali (Indl Trg)	0	0			0	0	0	0
43	Principal Shaheed e Azam Sh Bhagat Singh Industrial Training Institute Nawanshehar (Indl Trg)	0	0			0	0	0	0

44	Head Mistress Industrial Training Institute for women Jandiala Guru (Indl Trg)	0	0			0	0	0	0
45	Head Mistress Industrial Training Institute for women Rayya (Indl Trg)	0	0			0	0	0	0
46	Principal Industrial Training Institute for women Kadgill	0	0			0	0	0	0
47	Principal Industrial Training Institute Lopoke (Indl Trg)	0	0			0	0	0	0
48	Principal Industrial Training Institute Amritsar	0	0			0	0	0	0
49	Principal Industrial Training Institute Kalanaur (Indl Trg)	0	0			0	0	0	0
50	Head Mistress Industrial Training Institute for women Dera Baba Nanak (Indl Trg)	0	0			0	0	0	0
51	Head Mistress Industrial Training Institute for women Hoshiarpur (Indl Trg)	0	0			0	0	0	0
52	Principal Industrial Training Institute for women Patiala (Indl Trg)	0	0			0	0	0	0
53	Principal Industrial Training Institute Manuke (Indl Trg)	0	0			0	0	0	0
54	Assistant Apprentship Advisor R I C Mohali (Indl Trg)	0	0			0	0	0	0
55	Head Mistress Industrial Training Institute for women Zira (Indl Trg)	0	0			0	0	0	0
56	Principal Industrial Training Institute Bathinda (Indl Trg)	0	0			0	0	0	0
57	Principal Industrial Training Institute Jaiton (Indl Trg)	0	0			0	0	0	0
58	Head Mistress Industrial Training Institute for women Gidherbaha (Indl Trg)	0	0			0	0	0	0

59	Principal Industrial Training Institute Samrala (Indl Trg)	0	0			0	0	0	0
60	Principal Industrial Training Institute Moga (Indl Trg)	0	0			0	0	0	0
61	Principal Industrial Training Institute for women Jagraon (Indl Trg)	0	0			0	0	0	0
62	Principal Industrial Training Institute for women Jalandhar (Indl Trg)	0	0			0	0	0	0
63	Head Master Industrial Training Institute for women Mohali (Indl Trg)	0	0			0	0	0	0
64	Principal Industrial Training Institute for women Rajpura (Indl Trg)	0	0			0	0	0	0
65	Superintendent Technical Industrial Training Institute Banur (Indl Trg)	0	0			0	0	0	0
66	Principal Industrial Training Institute Roopnagar (Indl Trg)	0	0			0	0	0	0
67	Principal Industrial Training Institute for women Ludhiana (Indl Trg)	0	0			0	0	0	0
69	Principal Industrial Training Institute Bamyal (Indl Trg)	0	0			0	0	0	0
70	Head Mistress Industrial Training Institute for women Dharamkot (Indl Trg)	0	0			0	0	0	0
71	Director Technical Education and Industrial Training Industrial Training Wing	26	2	2	(2)-81h	0	4268	0	0
72	Superintendent Industrial Training Institute Ajnala (Indl Trg)	0	0			0	0	0	0
73	Principal Industrial Training Institute Ludhiana (Indl Trg)	0	0			0	0	0	0

74	Principal Industrial Training Institute Jasowal Kular (Indl Trg)	0	0			0	0	0	0
75	Principal Industrial Training Institute Rajpura (Indl Trg)	0	0			0	0	0	0
76	Principal Industrial Training Institute Malerkotla (Indl Trg)	0	0			0	0	0	0
77	Principal Industrial Training Institute Soond (Indl Trg)	0	0			0	0	0	0
78	Principal Industrial Training Institute Batala (Indl Trg)	0	0			0	0	0	0
79	Superintendent Technical Industrial Training Institute Otalon (Indl Trg)	0	0			0	0	0	0
80	Principal Industrial Training Institute Rajpura (Indl Trg)	0	0			0	0	0	0
81	Sundaram Krishna IAS	1	0			0	10	10	0
82	Head Master Industrial Training Institute for women Fatehgarh Churian (Indl Trg)	0	0			0	0	0	0
83	Principal Arts and Crafts Teachers Training Institute Amritsar (Indl Trg)	0	0			0	0	0	0
84	Principal Industrial Training Institute Ferozpur (Indl Trg)	0	0			0	0	0	0
85	Principal Industrial Training Institute for women Ferozpur (Indl Trg)	0	0			0	0	0	0
86	Head Mistress Industrial Training Institute for women Phagwara (Indl Trg)	0	0			0	0	0	0
87	Head Mistress Industrial Training Institute for women Phagwara (Indl Trg)	0	0			0	0	0	0
88	Principal Govt Polytechnic college Ferozpur Tech wing	0	0			0	0	0	0
89	Principal Govt Polytechnic college Amritsar Tech wing	1	0			0	10	0	0

90	Principal Govt Polytechnic college Batala Tech wing	0	0			0	0	0	0
91	Principal Govt Polytechnic college Bathinda Tech wing	2	0			0	20	0	0
92	Principal Pandit Jagat Ram Govt Polytechnic college Hoshiarpur Tech wing	1	1	1	(1)-other	0	0	0	0
93	Principal Govt Polytechnic College Guru Teg Bahadur Garh Tech wing	0	0			0	0	0	0
94	Principal Govt Polytechnic college Khunimajra Mohali Tech wing	0	0			0	0	0	0
95	Principal Govt Polytechnic College Bhikhiwind (Tech Wing)	0	0			0	0	0	0
96	Principal Govt Polytechnic college for Girls Amritsar Tech wing	0	0			0	0	0	0
97	Principal Satguru Ram Singh Govt Polytechnic college for Girls Ludhiana Tech wing	2	0			0	0	0	0
98	Principal Govt Polytechnic College for Girls Ropar (Tech Wing)	0	0			0	60	0	0
99	Principal Govt Polytechnic College for Girls Jalandhar Tech wing	1	0			0	2350	0	0
100	Principal Govt Polytechnic College for Girls Patiala (Tech Wing)	0	0			0	0	0	0
101	Principal Govt Polytechnic College for Girls Dinanagar Tech wing	0	0			0	0	0	0
102	Principal Govt Institute of Garment	0	0			0	0	0	0

	Technology Amritsar (Tech Wing)								
103	Principal Punjab Institute of Textile Technology Amritsar (Tech Wing)	0	0			0	0	0	0
104	Principal Govt Tanning Institute Jalandhar (Tech Wing)	0	0			0	0	0	0
105	Principal Govt Institute of Textile Chemistry and Knitting Technology Ludhiana (Tech Wing)	0	0			0	0	0	0
106	Punjab State Board of Technical Education and Industrial Training Chandigarh (Tech Wing)	4	0			0	40	0	0
107	Director Technical Education and Industrial Training Punjab (Tech Wing)	26	2			0	4268	0	0
108	Punjab Technical University Jalandhar (Tech Wing)	0	0			0	0	0	0
109	Punjab Technical University Jalandhar (Tech Wing)	34	0			0	260	0	0
110	Principal Giani Zail Singh College of Engineering and Technology Bathinda	1	0			0	460	5285	0
111	Principal Baba Hira Singh College of Engineering and Technology Lehragaga District Sangrur	0	0			0	0	0	0
112	Principal Beant College of Engineering and Technology Gurdaspur	0	0			0	0	0	0
113	Principal Shaheed Bhagat Siingh College of Engineering and Technology Ferozpur	0	0			0	0	0	0

114	Principal Malout Institute of Management and Information Technology Malout	0	0			0	0	0	0
	Total	100	5	3	0	0	11796	5315	0

38. TOURISM

REPORT UNDER SECTION 25 RECEIVED FROM 1 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Pb. tourism development corporation	0	0	0	0	0	0
	Total	0	0	0	0	0	0

39. TRANSPORT

REPORT UNDER SECTION 25 RECEIVED FROM 14 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Total	Reason for Rejection (Section)	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	STC	19	0			0	190	160	0
2	DST	24	0			0	228	482	0
3	PRTC, Patiala	0	0			0	0	0	0
4	PRTC, Ludhiana	1	0			0	50	0	0
5	PRTC, Budhlada	0	0			0	0	0	0
6	PRTC, Barnala	0	0			0	0	0	0
7	PRTC, Spl.cell, Patiala	0	0			0	0	0	0
8	PRTC, Bathinda	0	0			0	0	0	0
9	PRTC, Kapurthala	0	0			0	0	0	0
10	PRTC, Sangrur	4	0			0	170	0	0

11	PRTC, Faridkot	1	0			0	0	0	0
12	PRTC HO, Patiala	16	1	1	(1)-81d	0	225	0	0
13	PRTC, Chandigarh	1	0			0	100	0	0
14	PRTC	23	1	1	(1)-81d	0	585	0	0
	Total	89	2	2		0	1548	642	0

**40. POWER (ENERGY)
REPORT UNDER SECTION 25
RECEIVED FROM 3 PUBLIC
AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action taken	Registration Fee	Additional Fee	Total Penalty
1	Chief Eng. PSEB Patiala	0	0	0	0	0	0
2	Er. In Chief MM PSEB	0	0	0	0	0	0
3	Director, Patiala	77	0	0	3197	0	0
	Total	77	0	0	3197	0	0

**41. CMO (Gen Adm)
REPORT UNDER SECTION 25
RECEIVED FROM 3 PUBLIC
AUTHORITIES**

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	U.S.Accounts cum APIO	1	0	0	50	0	0
2	U.S. General cum APIO	2	0	0	276	0	0
3	USSA cum APIO	10	0	0	464	70	0
	Total	13	0	0	790	70	0

42. POLLUTION CONTROL

No Reports Received

43. PARLIAMENTARY AFFAIRS

REPORT UNDER SECTION 25 RECEIVED FROM 3 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken
1	Parliamentary Affairs	2	0	0
2	Vidhan Sabha	22	1	0
	Total	24	1	0

44. CIVIL AVIATION DEPARTMENT

No Reports Received

45. DEPARTMENT OF ARCHIVES

REPORT UNDER SECTION 25 RECEIVED FROM 1 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
1	Department of Archives	0	0	0	0	0	0
	Total	0	0	0	0	0	0

46. FORESTS

No Reports Received

47. PUNJAB STATE INFORMATION COMMISSION

REPORT UNDER SECTION 25 RECEIVED FROM 1 PUBLIC AUTHORITIES

S No	Public Authority Name	Request Received	Request Rejected	Disciplinary Action Taken	Registration Fee	Additional Fee	Total Penalty
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1	PSIC	4	0	0	20	0	0
	Total	4	0	0	20	0	0