

RTI ACT-2005/TOP PRIORITY
BY FAX

GOVERNMENT OF ANDHRA PRADESH
IRRIGATION & C.A.D. DEPARTMENT

From
Sri D.Ramakrishna, M.E.,
Dy.Engineer-in-Chief (AW) &
Appellate Authoiryt,
O/o the Engineer-in-Chief(Admn.Wing),
Irrigation &CAD Department,
Jalasoudha, Erramanzil, Hyderabad.

To
All the ENCs/Chief Engineers
of I & CAD Department

Letter No.Rc/ENC(AW)/K3/RTI Act, 2005/RTI.1, Dt. 09.01.2014.

Sir,

Sub: Right to Information Act, 2005 – Submission of Quarterly & Annual reports – Certain guidelines – Issued.

Ref: 1] T.O.Letter No.Rc/ENC(AW)/K3/RTI Act, 2005/RTI.1, dt.22.3.2012.
2] D.O.Letter No.14451/GPM&AR/2012, dt.2.5.2012 of Dy.Secretary to Government, GAD, Hyderabad.
3] T.O.Letter No.Rc/ENC(AW)/K3/RTI Act, 2005/RTI.1, dt.09.06.2012.
4] T.O.Letter No.Rc/ENC(AW)/K3/RTI Act, 2005/RTI.1, dt.14.12.2012.

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It is to inform that instructions were already issued vide this Office letter 1st to furnish the Quarterly reports to this Office without any mistakes.

But, on observing the Quarterly reports of 2013 (1st, 2nd & 3rd) submitted by the Unit Officers in Proforma C & G, the following defects were noticed:

- 1] In Proforma-C, the figure in Col.7 i.e., total no. of applications disposed during the quarter should be equal to the total of Col.Nos.9 to 25. Some of Quarterly reports were furnished without observing the same. The same defect was also observed in Proforma-G.
- 2] Proforma-C is meant for applications and Proforma-G is meant for appeals under Section 19(1) of RTI Act, 2005. But, some of the reports were received in single proforma either in Proforma-C or G.
- 3] The No. of PIOs/Ap.Authorities is varying from one quarter report to another. The same has to be rectified.
- 4] The closing balance i.e., Col.No.8- total no. of applications pending in a quarter shall be shown as opening balance in the next quarter i.e., in Col.No.4. It was also not tallied in some of the reports.
- 5] In some of the reports, the amount collected for furnishing information was shown as same in Proforma-C & Proforma-G. The amount collected has to be shown separately for applications and appeals (if any) in respective prescribed proforma.
- 6] The details of the Public authorities (Circles) under their administrative control only, have to be shown in each proforma to avoid duplication of figures.

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In view of the above, all the Unit Officers are requested to look in to the matter personally and rectify the above said defects and submit fair quarterly reports for the year 2014 on 5th of every succeeding month after completion of the quarter without fail to this Office only (but not to Government) to enable this Office to consolidate the same and submit to the Government.

Further, it is noticed with much displeasure that despite clear instructions regarding quarterly reports in the reference 1st, 3rd & 4th cited, some of the Unit Officers are failing to submit Quarterly reports on 5th of every succeeding month immediately after completion of every quarter but are being received in this Office even after lapse of 2 months on completion of the quarter.

In this connection, it is informed that Government is strictly pursuing the implementation of Right to Information Act, 2005 in respect of Irrigation & CAD Department and reminding this Office from time to time to submit the Quarterly reports within the stipulated time duly consolidated.

But due to not receiving the Quarterly reports from some of the Unit Officers i.e., ENCs/CEs as instructed in the references cited, this Office is failing to submit the reports to the Government properly in time.

Hence, all the Engineers-in-Chief/Chief Engineers are once again requested to see that the Quarterly reports may be submitted to this Office regularly in time as already desired in the references cited failing which the concerned Appellate Authorities, Public Information Officers & Assistant Public Information Officers will be held responsible and their names will be submitted to Government with a recommendation for initiating stringent disciplinary action.

Further, all the Engineers-in-Chief/Chief Engineers are requested to furnish the list of Appellate Authorities, Public Information Officers & Assistant Public Information Officers along with their names, Office names, Contact Numbers (Mobile/Land Line) under their control (Sub-Division/Division/Circle/Unit) in a soft copy and also 4th Quarter report of 2013 immediately **by Special Messenger** 16.01.2014.

Yours faithfully,
Sd/- D.Ramakrishna, 09.01.2014,
Dy. Engineer-in-Chief(Admn.Wing) &
Appellate Authority.