

No. EDN-H (16) B (15) RTI-07/2016-17  
Directorate of Higher Education  
Himachal Pradesh.

Dated: Shimla- 171001 the

Feb, 2017.

From

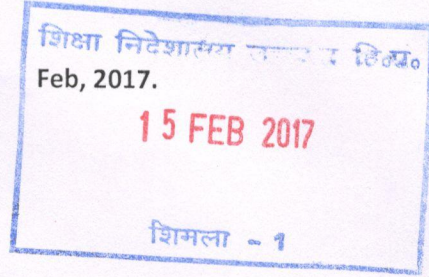
Public Information Officer (State)  
Directorate of Higher Education  
Himachal Pradesh

To

All the Dy. Director of Higher Education  
Himachal Pradesh,

Subject: -  
Memo,

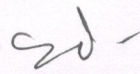
Regarding Annual Report Proforma.



Please find enclosed herewith the proforma for "Annual report of Information/Appeals from April 2016 to March, 2017 & Quarterly report" regarding applications received for information/ inspection under the Right to Information Act, 2005. proforma is under:-


| Sr No. | Name of District | No. of application Received at various levels |      |      | Dispos ed off applica tions | Pendin g applica tions | No. of Appeal Received at various levels |      |      | Dispos ed of appeal s | Pendin g appeal s |
|--------|------------------|-----------------------------------------------|------|------|-----------------------------|------------------------|------------------------------------------|------|------|-----------------------|-------------------|
|        |                  | GHS                                           | GSSS | DDHE |                             |                        | GHS                                      | GSSS | DDHE |                       |                   |
| Q.1    |                  |                                               |      |      |                             |                        |                                          |      |      |                       |                   |
| Q.2    |                  |                                               |      |      |                             |                        |                                          |      |      |                       |                   |
| Q.3    |                  |                                               |      |      |                             |                        |                                          |      |      |                       |                   |
| Q.4    |                  |                                               |      |      |                             |                        |                                          |      |      |                       |                   |
| Total  |                  |                                               |      |      |                             |                        |                                          |      |      |                       |                   |

Therefore, you are requested to supply the same including the information of institution under your control to the undersigned through fax or through special messenger within Seven days, so that the information could be submitted to the Govt. accordingly. You are also directed that in future you may prepare annual report of RTI as per above proforma and send accordingly at the last of current financial every year.

  
Public Information Officer(State)  
Directorate of Higher Education  
Himachal Pradesh.

Copy to:-

1. IT cell Directorate of Higher Education, for uploading the said instruction on the official website.

  
Public Information Officer(State)  
Directorate of Higher Education  
Himachal Pradesh . 