



## GOVERNMENT OF KERALA

PS1/52/2016/LSGD

LOCAL SELF GOVERNMENT (PS) DEPARTMENT  
THIRUVANANTHAPURAM, DATED, 13.04.2016.

### CIRCULAR

**Sub:- LSGD – Format for Right to Information Act Case Register-  
Uploading in the official domain- instructions issued -Reg**

**Ref:- 1) Circular No 12818/AR-XI (1)/09/P&ARD dated 08.07.2010  
2) G.O.(P) No. 34/2010/P&ARD dated 12.10.2010  
3) Letter No 824/G8-Admn/2016/SIC dated 29.01.2016 from the  
Secretary, State Information Commission.**

As per the circular and Government order referred above Personnel & Administrative Reforms Department have introduced a common format for RTI Act Case Register for all Public Authorities in the State. Now it has come to the notice of the State Information Commission that there has rampant failure in properly carrying out this instruction.

The Secretary, State Information Commission in his letter referred (3) above has requested to issue necessary directions to all the line departments and organisations for strict up keeping and maintenance of the Register and to upload details of RTI applications related to therein in the format in official domain of the respective departments/institutions. In the above circumstances, following instructions are issued.

1. All Offices/Institutions under Local Self Government Department are requested to maintain the RTI Case Register in the prescribed format attached with this.

2. All Offices/Institutions coming under Local Self Government Department are requested to upload the details of RTI applications related to therein in the official domain of the respective departments/institutions.

P.I. SHEIK PAREETH  
SPECIAL SECRETARY

To

- The Secretary, State Information Commission, Thiruvananthapuram (with C/L)  
The Director of Panchayats, Thiruvananthapuram  
(Copy to be Communicated to all subordinate offices for strict compliance)  
The Director of Urban Affairs, Thiruvananthapuram  
(Copy to be communicated to all subordinate offices for strict compliance)  
The Commissioner, Rural Development Department, Thiruvananthapuram  
(Copy to be communicated to all subordinate offices for strict compliance)  
The Chief Town Planner, Thiruvananthapuram,  
(Copy to be communicated to all subordinate offices for strict compliance)  
The Chief Engineer, Thiruvananthapuram  
(Copy to be communicated to all subordinate offices for strict compliance)  
The Executive Director, Kudumbasree, Thiruvananthapuram  
The Project Director, Kerala Local Government Service Delivery Project,  
Thiruvananthapuram  
~~The~~ Executive Director, Information Kerala Mission, Thiruvananthapuram  
~~The~~ Director, Kerala Institute of Local Administration, Thrissur  
The Project Director, Kerala Sustainable Urban Development Project,  
Thiruvananthapuram  
The Executive Director, Suchitwa Mission, Thiruvananthapuram  
The Secretary, District Panchayath, Thiruvananthapuram/Kollam/  
Pathanamthitta/Alappuzha/Kottayam/Idukki/Wayanad/Ernakulam/Thrissur/  
Palakkad/Malappuram/Kozhikkode/Kannur/Kasaragod  
The Secretary, Thiruvananthapuram Development Authority  
The Secretary, Kollam Development Authority  
The Secretary, Thrissur Development Authority  
The Secretary, Goshree Island Development Authority  
The Secretary, Greater Cochin Development Authority  
The Secretary, Valluvanad Development Authority  
The Secretary, Kozhikkode Development Authority  
All Sections of Local Self Government Department  
Stock file

Forwarded/By Order,

  
Section Officer.

**Appendix-I**

**FORM XXI**

**Right to Information Act Case Register**

Sl. No	File No. with Date of receipt of Application	Name and Address of the Petitioner	Nature of Information sought for	Date of issue of reply	Whether application or any part thereof transferred to any other public authority and, if so to whom	Amount of any realised	Remarks
1	2	3	4	5	6	7	8