

ANNEXURE – II
REGISTER – I

Register of Applications received and disposed of under RTI Act by the Public Information Officer
(Maintained by P.I.O)

Sl. No.	Application No. & Date	Name of Application & Address	Date of Receipt by APIO / PIO	Category of Applicant BPL / Other	Brief description of request for information	Involving third party information or Not	Amount for application fees paid
1	2	3	4	5	6	7	8
-NIL-							

Charges collected for furnishing information in . Rs.	Total amount collected (Col. 8+Col.9)	Information furnished			Date of Rejection	Sections under 8,9,11,24 which information Rejected	Deemed Refusal u/s 7(2) / 18(1)	Whether Appeal made against decision of PIO u/s 19 (1) & 19 (3)	Any other Information
		Date	Fully	Partly					
9	10	11			12	13	14	15	16
-NIL-									

Director, SCERT

PROFORMA

REGISTER – II

Register of First Appeals maintained by the 1st Appellate Authority

Sl. No	Appeal No. & Date	Name of Appellant & Address	Date of Receipt of Appeal by Appellate Authority	Name & Designation of PIO against whose decision Appeal No. & Date	Decision by 1 st Appellate Authority			Whether 2 nd Appeal made u/s 19 (3)	Any other information
					Date	Allowed	Rejected u/s 8,9,11 & 24		
1	2	3	4	5	6			7	8
-NIL-									

Director, SCERT

Annexure – III (Proforma – A)
Report to be prepared by P.I.O and to submit to Dist. officer

Consolidated statement of the Applications received and disposed of under the R.T.I, ACT

Period -----

NAME OF THE DEPARTMENT:

Sl. No	Name & Address of the PIO	Total No. of applications pending as on end of the last Month	Total No. of Applications received during the Month	Total (Cols 3+4)	Total No. of Applications Disposed during the Month	Total No. Applications pending (Cols. 5-6)	Out of cases Disposed shown in Col. 6 Information furnished	Out of cases disposed shown in Col.6 Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9

Out of cases disposed shown in Col. No. (6), Cases rejected under Sections.														Amount of total application fee and charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24			other
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
-NIL-																

SIGNATURE
NAME OF THE OFFICER
DISIGNATION
TELEPHONE NO

Director , SCERT

Annexure – III (Proforma – B)
Report to be prepared by District Officer and to submit to H.O.D
Consolidated statement on the Applications received and disposed of under the R.T.I, ACT

Period -----

Name of the Department:

Sl. No	Name & Address of the PIO	Total No. of applications pending as on end of the last Month	Total No. of Applications received during the Month	Total (Cols3+ Col 4)	Total No. of Applications Disposed during the Month	Total No. Applications pending (Col.5- Col. 6)	Out of cases Disposed shown in Col. 6 Information furnished	Out of cases disposed shown in Col.6 Deemed refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9

Out of cases disposed shown in Col. No. (6), cases rejected under sections.														Amount of total application fee and charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24			other
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
-NIL-																

SIGNATURE
NAME OF THE OFFICER
DISIGNATI
TELEPHONE NO

Director , SCERT

Annexure – III (Proforma – C)
 Report to be prepared at HOD and to submit to Secretariat Department
 Consolidated statement on the Applications received and disposed of under the R.T.I, ACT
 Period -----

Name of the Department:

Sl. No	Name of the Districts & Regional / Zonal Offices & HOD	Total No. of PIOs in each District & Regional / Zonal & HOD	Total No. of Applications pending as on end of the last Month	Total No. of Applications received during the month	Total (Cols 4+5)	Total No. of Applications Disposed during the Month	Total No. Applications pending (Cols. 6-7)	Out of cases Disposed shown in Col. 7 Information furnished	Out of cases disposed shown in Col.7 Deemed refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9	10

Out of cases disposed shown in Col. No. (7), Cases rejected under Sections.														Amount of total application fee and charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
-NIL-																

SIGNATURE
 NAME OF THE OFFICER
 DESIGNATION
 TELEPHONE NO

Director , SCERT

Annexure – III (Proforma – D)
 Report to be prepared by Secretariat Dept. and to submit to A.P. Information Commission
 Consolidated statement on the Applications received and disposed of under the R.T.I, ACT
 Period -----

Name of the Department:

Sl. No	Name of the HOD & other Units	Total No. of PIOs in each HOD & other units	Total No. of Applications pending as on end of the last Month	Total No. of Applications received during the month	Total (Cols 4+5)	Total No. of Applications Disposed during the Month	Total No. Applications pending (Cols. 6-7)	Out of cases Disposed shown in Col. 7 Information furnished	Out of cases Disposed shown in Col.6 Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9	10

Out of cases disposed shown in Col. No. (6), cases rejected under sections.														Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24	other		
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
-NIL-																

SIGNATURE
 NAME OF THE OFFICER
 DESIGNATION
 TELEPHONE NO

Director, SCERT