

Office of the Director, Nizam's Institute of Medical Sciences, Panjagutta, Hyderabad, A.P.

Copy of:

MATTER AVAILABLE IN YOUR E-MAIL ACCOUNT

MOST URGENT (RIGHT TO INFORMATION ACT)

OFFICE OF THE Director, Nizam's Institute of Medical Sciences, Panjagutta, Hyderabad, A.P.

Rc. No: 5 5 5 ./ ME (RIA) / 2006

Date: 22. 06. 2006

Sub: NIMS – The Right to Information Act, 2005 – Chapter II Section 4 (1) b of RTI Act, 2005 – request to down load the proforma and fill the proforma and submit on or before 30-06-2006 by special messenger –two sets of hard copy neatly spiral binding the book let and two sets of soft copy in C.D. – Reg.

Ref: 1 Meeting held in the Chambers of the Principal Secretary to Govt., HM & FW Dept., at 11.30 a.m. on 21-06-2006

<<<<>>

All the Head of the Departments are requested to implement the RTI Act 2005, (copy enclosed). They are also informed that whenever information is requested by any body, the officers shall have to furnish the information to the complainant.

Sri. P. Pulla Reddy, Spl. Officer (Liaison) is appointed as Public Information Officer to NIMS. All the requests if any related may be referred to PIO, NIMS for necessary action.

Failure will be viewed seriously.

Sd/-
for Director, NIMS

// t.c.f.b.o.//

Assistant Registrar

To
All the Heads of the Departments
All Sections

Copy to Dean Peshi, NIMS
Copy to Medical Superintendent Peshi, NIMS
Copy to Executive Registrar Peshi, NIMS

Copy of:

Page No: 163 in RTI Act, 2005 of by N.K. Acharya (4th Edition)

APPLICATION FORM UNDER RIGHT TO INFORMATION ACT, 2005
[See Rule 3]

Format of application for obtaining information under the Right to Information Act, 2005

To
The Public Information Officer,
Nizam's Institute of Medical Sciences
Panjagutta, Hyderabad, Andhra Pradesh.

Affix here
Court Fee
Stamp of Rs.
10/-

- 1 Full Name of the Applicant :
- 2 Complete Residential Address: :
- 3 Particulars of the Information required :
 - i Subject – matter of information :
(Broad category of the subject to be indicated)
 - ii The period to which the information relates. :
(Relevant period for which information is required to be indicated)
 - iii Description of the information required. :
(Specific details of the information is required to be indicated)
 - iv Whether information is required by post or in person (The actual postal charges shall be included in additional fee) :
 - v In case by post :
(Ordinary, Registered or Speed)
- 4 Whether the applicant is below poverty line (if :
yes, attach the photocopy of the proof thereof)

Place:

Date:

Signature of the Applicant

Copy of:

ANNEXURE - 1

Sl. No.	Name of the Public Authority	Whether or action taken under sec. 4(1) (a) of RTI Act	Whether or action taken under Sec., 4(1) (b) to publish the material as required under the Act	Whether or not information as required to be published under Sec., 4 (1) (b) has been placed in A.P. Portal	Names of PIOs / APIOs / Appellate Authority	No. of requests received by the public authority for information upto 31-01-2006	No. of requests that have been complied with by the public authority upto 31-01-2006	No. of requests rejected by the Public Authority upto 31-01-2006	No. of requests pending as on 31-01-2006 with the public authority
1	2	3	4	5	6	7	8	9	10

ANNEXURE - 2

Section 4 (1) of the RTI Act, 2005 as follows:-

- 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;

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Right to information Act, 2005 (Central Act 22 of 2005) – Procedure to deal with dispose of the appeals by the A.P., Information Commission – Orders – Issued.

GENERAL ADMINISTRATION (I & PR – II) DEPARTMENT

G.O.Ms.No. 66
02-2006

Dated. 25-

Read the

following:-

1. G.O.Ms.No. 504 G.A (I&PR – II) Dept., dated. 12-11-2005.
2. G.O.Ms.No. 505 G.A (I&PR – II) Dept., dated. 12-11-2005.

ORDER :

The following notification shall be published in the Extraordinary issue of the Andhra Pradesh Gazette dated. 25.02.2006.

NOTIFICATION

In exercise of the powers conferred by clauses (e) and (f) of sub-section (2) of section 27 of the right to information Act, 2005 (Central Act 22 of 2005), the State Government hereby makes the following rules, namely:-

1. Short title and commencement: -
 - (1) These rules may be called the State information Commission (Appeal Procedure) Rules, 2006.
 - (2) They shall come into force on the date of their publication in the Official Gazette.
2. Definitions:- In these rules, unless the context otherwise requires:-
 - (a) "Act" means the right to information Act, 2005;
 - (b) "Section" means Section of the Act;
 - (c) "Commission" means the State Information Commission;
 - (d) Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in that Act.
3. Contents of appeal:- An appeal to the Commission shall contain the following information namely:-
 - (i) name of the address of the appellant;
 - (ii) name and address of the State Public Information Officer against the decision of whom the appeal is preferred.
 - (iii) Particulars of the order including number, if any, against which the appeal is preferred;
 - (iv) brief facts leading to the appeal;

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- (v) If the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the State Public Information Officer to whom the application was made;
 - (vi) prayer or relief sought;
 - (vii) grounds for the prayer or relief;
 - (viii) verification by the appellant; and
 - (ix) any other information, which the Commission may deem necessary for deciding the appeal.
4. Documents to accompany appeal:- Every appeal made to the Commission shall be accompanied by the following documents namely:-
- (i) self – attested copies of the Orders or documents against which the appeal is being preferred;
 - (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
 - (iii) an index of the documents referred to in the appeal.
5. Procedure in deciding appeal:- In deciding the appeal the commission may.-
- (i) hear oral or written evidence on oath or an affidavit from concerned or interested person;
 - (ii) peruse or inspect documents, public records or copies thereof;
 - (iii) inquire through authorized officer further details or facts;
 - (iv) hear State Public information Officer, State Assistant Public Information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
 - (v) hear third party; and
 - (vi) receive evidence on affidavits from State Public Information Officer, State Assistant Public Information Officer, such senior Officer who decided the first appeal, such person against whom the complaint lies or the third party.
6. Service of notice by Commission:- Notice to be issued by the Commission may be served in any of the following modes namely:-
- (i) service by the part itself;
 - (ii) by hand delivery (dasti) through Process Server;
 - (iii) by registered post with acknowledgement due; or
 - (iv) through Head of office or Department.
7. Personal presence of the appellant or complainant:-
- (1) The appellant or the complainant, as the case may be, shall every Case be informed of the date of hearing at least seven clear days before that date.
 - (2) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or complaint by the Commission be present in person or through his duly authorized representative or may opt not to be present.
 - (3) Where the Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the

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appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.

(4) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

8. Order of the Commission:- Order of the Commission shall be pronounced in open proceedings and be in writing duly authenticated by the Registrar or any other officer authorized by the Commission for this purpose.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K.V. RAMANACHARY,

EX.. OFFICIO SECRETARY TO GOVT.
(I&PR)

To,

The A.P., Information Commission, HACA Bhavan, Opp. Public Gardens, Hyderabad. The State Chief Information Commissioner, A.P., Information Commission, HACA. Bhavan, Opp. Public Gardens, Hyderabad. All the State Information Commissioners, A.P., Information Commission, HACA. Bhavan, Opp. Public Gardens, Hyderabad. The Commissioner, Information & Public Relations, A.P., Hyderabad. The Commissioner, Printing, Stationery & Stores Purchase, A.P., Hyderabad. (to cause publication of the order in the A.P., Extraordinary Gazette and to furnish 1000 copies to this Department.) All the Departments of Secretariat. All Heads of Departments. All Collectors and Dist, Magistrates in the State. Copy to : The P.S., to Prl. Secy. to Chief Minister,

The P.S., to Min. (I&PR). The P.S., to Chief Secretary to Government., The Law (E) Department, SF.

/FORWARDED :: BY ORDER//

Sd/-

SECTION OFFICER