



The Arunachal Pradesh Gazette

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GOVERNMENT OF ARUNACHAL PRADESH
MINISTRY OF PERSONNEL, ADMINISTRATIVE REFORMS & TRAINING
DEPARTMENT OF ADMINISTRATIVE REFORMS
ITANAGAR

OFFICE MEMORANDUM

The 7th November, 2006

No. OM-106/2006. – The undersigned is directed to refer to Government of Arunachal Pradesh constituting the Arunachal Pradesh Information Commission vide notification No. OM-51/2005 dated 13th October, 2006 and to say that the requirement of the Right to Information Act, 2006 has been completed appointing one Chief Information Commission and three Information Commissioners by another notification of even number dated 13th October, 2006. As per the provision of Section 25 of the Act, the Commission is required to prepare a report on the implementation of the provisions of the Act every year to the Government. The report of the Commission is required to be laid before the State Legislature.

In the process of preparing the report, the Commission will ask for various information from the Public Information Officer (PIO) and Assistant Public Information Officer (APIO). So to enable furnishing of the information required by the Commission, all the Assistant Information Officer (APIO) and Public Information Officer (PIO) under the Government of Arunachal Pradesh shall have to maintain records as at Annexure-I and II with immediate effect. The applications for information which have been received by the PIO or APIO prior to issue of this memorandum may also be recorded in the register according to date of receipt of the application.

Therefore, all the Assistant Public Information Officers and Public Information Officers are hereby directed to maintain proper records of receipt of application for information/appeal in the register as per Annexure-I & II with immediate effect.

Otem Dai,
Commissioner and Secretary (AR),
Govt. of Arunachal Pradesh,
Itanagar.

ANNEXURE-I

**REGISTER OF APPLICATIONS RECEIVED AND FORWARDED BY ASSISTANT
PUBLIC INFORMATION OFFICER (APIO)**

Name of APIO :

Designation :

Office/Department

Sl. No.	Name of applicant and address	Date of application	If application for information		If application for First Appeal	
			Name and Address of the PIO to whom forwarded	Date of forwarding the application	Name and Address of first Appellate Officer (AO) to whom forwarded	Date of forward the Appeal
1	2	3	4	5	6	7

If application for Second Appeal			
Name and Address of the Information Commission to whom forwarded	Date of forwarding the Appeal	Date of intimation to the applicant	Communication from PIO/AO/IC
8	9	10	11

To be maintained by Assistant Public Information Officer (APIO)

ANNEXURE-II

**REGISTER OF REQUESTS OF INFORMATION AND DISPOSAL OF REQUESTS BY PUBLIC
INFORMATION OFFICER**

Name of PIO :

Designation :

Office/Department

Sl. No.	Request application No. & Date	Name of applicant and Address	Whether applied to APIO or direct to PIO	Date of receipt by PIO	Category of applicant : BPL/Other	Brief description of request for information
1	2	3	4	5	6	7

Involving Third Party Information	Involving Section 24 approval of IC or not	Date of application Fee Paid	Amount of application Fee Paid	Date of intimation of further Fee/Cost	Date of further Fee /Cost paid	Amount of further Fee/Cost paid	Last Date of giving Information as per Time Limit
8	9	10	11	12	13	14	15

If Information provided, details				If rejected, details		Whether Appeal made against the Decision	Any other information
Date of information provided	Whether full information provided	Whether partial information provided	Whether Third Party Information provided	Date of Rejection	Section under which information denied		
16	17	18	19	20	21	22	23

To be maintained by Public Information Officer (PIO)