



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, SRINAGAR**


Subject: Submission of Quarterly Returns under Section 25 of the Right to Information Act, 2005.

**Circular No:18-JK(GAD) of 2023
Dated:14.06.2023**

Information is the currency of democracy and the Right to Information Act, 2005, in addition to fostering citizen-empowerment and eradicating corruption, envisages a robust mechanism for monitoring of all Public Authorities by the Central Information Commission. Section 25 of the Right to Information Act, 2005, inter-alia provides that:

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

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- a. the number of requests made to each Public Authority;
 - b. the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
 - c. the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
 - d. particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
 - e. the amount of charges collected by each Public Authority under this Act;
 - f. any facts which indicate an effort by the Public Authorities to administer and implement the spirit and intention of this Act;
 - g. recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernization, reform or amendment to this Act or

other legislation or common law or any other matter relevant for operationalizing the right to access information.

Under the ambit of the *ibid.* section, the Central Information Commission prepares an Annual Report on the implementation of the RTI Act and makes necessary recommendations to Public Authorities regarding steps for bringing their practices in conformity with the provisions and spirit of the Right to Information Act. All Public Authorities are required to submit four quarterly returns for yearly performance-assessment and finalization of the Annual Report. Public Authorities, which fail to submit returns, even for a single quarter, are treated as defaulters.

It has been intimated by the Central Information Commission that Public Authorities in the Union territory of Jammu and Kashmir are not submitting Annual Returns under Section 25 of the RTI Act, a matter which has been viewed with serious concern by the authorities.

It is accordingly enjoined upon all CPIOs of various departments, their subordinate/field offices, Corporations, Boards and PSUs to register themselves and submit quarterly returns on the designated portal <https://cic.gov.in/>, by or before **30.06.2023**. The work flow to be followed for registration/logging-in and submission of returns has been appended as Annexure to this circular.

For any assistance in this regard, the concerned CPIO may contact Shri Rajeev Kumar Sah, Consultant IT, Central Information Commission, on 011-26107030/09313037575 or on e-mail ID: consultant1-it@cic.nic.in.

Lapses, if any, shall be the personal responsibility of the CPIO concerned. These instructions are brought to the notice of all concerned for immediate compliance.

Sd/-

(Sanjeev Verma) IAS

Commissioner/Secretary to the Government

No.:GAD-ADMORTI/77/2022-09-GAD

Dated:14.06.2023


Copy to:

1. Ms. Roop Avtar Kaur, IFoS, Additional Secretary, Central Information Commission.

Copy also to:

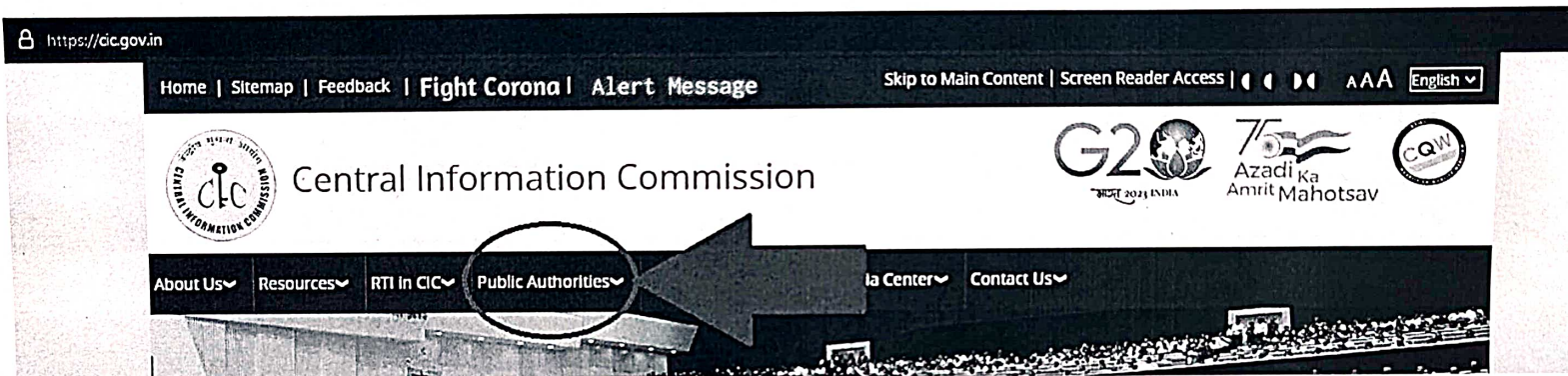
1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. Principal Secretary to the Lieutenant Governor.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Chairman, Special Tribunal, J&K.

9. Director General, J&K Institute of Management, Public Administration & Rural Development.
10. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
11. Divisional Commissioner, Kashmir/Jammu.
12. All Heads of the Departments/Managing Directors.
13. All Deputy Commissioners.
14. Director Information, J&K.
15. Director, Archives, Archeology and Museums, J&K.
16. Secretary, J&K Public Service Commission/Services Selection Board.
17. General Manager, Government Press, Jammu/Srinagar.
18. Private Secretary to the Chief Secretary, J&K.
19. Private Secretary to Advisor(B) to the Lieutenant Governor.
20. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
21. Circular/Stock file/Website, GAD. **"Hindi and Urdu Versions shall follow."**


(Rohit Sharma) JKAS

Additional Secretary to the Government

Annexure to Circular 18-JK(GAD) of 2023, dated 14.06.2023



CPIOs of Public Authorities

Guideliness for filing online returns

Submit Quarterly Return/
Transparency Audit

Transparency audit of
Disclosures under Section 4 of
the RTI Act by the Public
authorities

Select the option "Public Authority", Go to the drop down menu and enter your department/office details. Enter your password and login.

If your office has not been registered with the CIC, request for registration at the link (right hand corner below).

Login



CENTRAL INFORMATION COMMISSION

☐ Admin ☐ Nodal Office ☒ Public Authority

*Public Authority:

—Select—

Password

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Please type below 6 digit text in textbox

1 7 M 4 G U

Refresh

Login

[Forgot Password](#)

[Register Nodal Officer](#)

[Register Public Authority](#)

Annual Quarterly Returns

Submit Quarterly Returns

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Appeals/Complaint Report (PA)

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Other CPIO

Transparency Audit

Submit Quarterly Returns Report

Quarterly Return*

2022-2023

Ist Quarter (April-June)

Submit

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