

## ANNUAL ACTION PLAN OF RIGHT TO INFORMATION CELL

S.No.	ITEM	ACTIVITY			
		January-March	April-June	July-September	October-December
1.	Processing of RTI applications. (offline)	To process 200 applications (anticipated).	To process 200 applications (anticipated).	To process 200 applications (anticipated).	To process 200 applications (anticipated).
2.	Processing of online RTI application (online) (*)	(*) To Process 200 applications (anticipated).	To Process 200 applications (anticipated).	To Process 200 applications (anticipated).	To Process 200 applications (anticipated).
3.	Disposal of First Appeals. (offline)	To Process 20 First Appeals (anticipated) for submission to First Appellate Authority.	To process around 20 First Appeals (anticipated) for submission to First Appellate Authority.	To process around 20 First Appeals (anticipated) for submission to First Appellate Authority.	To Process around 20 First Appeals (anticipated) for submission to First Appellate Authority.
4.	Disposal of online First Appeals. (online) (*)	To Process 20 First Appeals (anticipated) for submission to First Appellate Authority.	To Process 20 First Appeals (anticipated) for submission to First Appellate Authority.	To Process 20 First Appeals (anticipated) for submission to First Appellate Authority.	To Process 20 First Appeals (anticipated) for submission to First Appellate Authority.
5.	Action on Second Appeals (Appeals to Central Information Commission).	To process around 5 Second Appeals (anticipated) including appearance before the CIC.	To process around 5 Second Appeals (anticipated) including appearance before the CIC.	To process around 5 Second Appeals (anticipated) including appearance before the CIC.	To process around 5 Second Appeals (anticipated) including appearance before the CIC.
6.	Quarterly Reports & References Prepared/ forwarded to Rajbhasha Prabhag	Information will be sent on time.	Information will be sent on time.	Information will be sent on time.	Information will be sent on time.
7.	Annual Report	Annual Report on the activities/work done by RTI Cell in 2017, to be prepared and forwarded to O&M	--	--	--

(\*) Secretariat joined RTI Online Portal on 5<sup>th</sup> October, 2015.

		Section.			
8.	Annual Action Plan	--	--	<p>i) Annual Action Plan - 2019 to be prepared and forwarded to O&amp;M Section.</p> <p>ii) Status of Annual Action Plan- 2018 (i.e. from January to October, 2018) will be submitted to O&amp;M Section.</p>	--
9.	Record Management/Weeding out of old Records	Recording, review and weeding out of files pertaining to year 2013 – (764 files/ records approximately) in terms of Retention Schedule.	To attend to weeding out work left over from First quarter (if any)	To attend to weeding out work left over from Second quarter (if any).	To attend to weeding out work left over from Third quarter (if any).
10.	Computerised Diary; Updation of Records on website and Maintenance of Register(s) etc.	<p>(i) All receipts are diarised through the Diary Software;</p> <p>(ii) Records on website and maintenance of all 9 Register(s) will be done;</p> <p>(iii) For online applications/appeals, the online RTIMS Portal of DoPT Acts as a Diary Register.</p>	<p>(i) All receipts are diarised through the Diary Software;</p> <p>(ii) Records on website and maintenance of all 9 Register(s) will be done;</p> <p>(iii) For online applications/appeals, the online RTIMS Portal of DoPT Acts as a Diary Register.</p>	<p>(i) All receipts are diarised through the Diary Software;</p> <p>(ii) Records on website and maintenance of all 9 Register(s) will be done;</p> <p>(iii) For online applications/appeals, the online RTIMS Portal of DoPT Acts as a Diary Register.</p>	<p>(i) All receipts are diarised through the Diary Software;</p> <p>(ii) Records on website and maintenance of all 9 Register(s) will be done;</p> <p>(iii) For online applications/appeals, the online RTIMS Portal of DoPT Acts as a Diary Register.</p>
11.	Annual Office Inspection; ATR on observation of Inspecting Officer	<ul style="list-style-type: none"> <li>• Annual Office Inspection 2017 will be held on the date as scheduled by O&amp;M Section.</li> <li>• Important suggestions</li> </ul>		To review implementation of Important suggestions given by Inspecting Officer in the Annual	

		<p>given by Inspecting Officer will be taken up for implementation.</p> <ul style="list-style-type: none"> <li>• ATR on observation of Inspecting Officer will be prepared.</li> </ul>		Office Inspection 2017.	
12.	Work done in Hindi	To process 90 to 110 receipts (anticipated) received in Hindi, as per statutory requirement.	To process 80 to 100 receipts (anticipated) received in Hindi, as per statutory requirement.	To process 80 to 100 receipts (anticipated) received in Hindi, as per statutory requirement.	To process 90 to 110 receipts (anticipated) received in Hindi, as per statutory requirement.
13.	Ongoing/Continuing Initiative(s)	<ul style="list-style-type: none"> <li>• Uploading of 200 applications (anticipated).</li> <li>• Uploading of 200 replies in online portal.</li> <li>• 20 First Appeals (anticipated) along with their replies and CIC Decisions on Second Appeals (5, anticipated) through RTI MS Software to provide the information seekers with the Status on their RTI applications/appeal.</li> <li>• Review of the Information placed on the website of this Secretariat, as mandated by the RTI Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Uploading of 200 applications (anticipated).</li> <li>• Uploading of 200 replies in online portal.</li> <li>• 20 First Appeals (anticipated) along with their replies and 5 Second Appeals (anticipated) through RTI MS Software to provide the information seekers with the Status on their RTI applications/appeals.</li> <li>• Review of the Information placed on the website of this Secretariat, as mandated by the RTI Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Uploading of 200 applications (anticipated)</li> <li>• Uploading of 200 replies in online portal.</li> <li>• 20 First Appeals (anticipated) along with their replies and 5 Second Appeals (anticipated) through RTI MS Software to provide the information seekers with the Status on their RTI applications/appeals.</li> <li>• Review of the Information placed on the website of this Secretariat, as mandated by the RTI Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Uploading of 200 applications (anticipated).</li> <li>• Uploading of 200 replies in online portal.</li> <li>• 20 First Appeals (anticipated) along with their replies and 5 Second Appeals (anticipated) through RTI MS Software to provide the information seekers with the Status on their RTI applications/appeals.</li> <li>• Review of the Information placed on the website of this Secretariat, as mandated by the RTI Act.</li> </ul>