

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by the Government of Kerala)

PRAJO'E TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM – 695 014

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No.RTI/3167/14/HRD

Dated 9th June, 2014

From

The State Public Information Officer

To

All Heads of the Institutions under IHRD

Sir/Madam,

Sub : Right to Information Act, 2005 – Annual Report for the year 2012-13 and 2013-14 – Collection of Data –reg

Ref : 1. Letter No.7530/SIC-G7/2014 dated 26.05.2014 from the Secretary, State Information Commission, Kerala.
2. Letter No.2915/Cdn.5/2014/GAD dated 26.03.2014 from the Additional Secretary, General Administration (Co-ordination) Department.
3. Office Memorandum No.1/6/2011-IR Dated 10.12.2013 from the Director (IR), Dept of Personnel Training, Ministry of Personnel & PG & Pensions, Govt. of India.

As per the Letter No.7530/SIC-G7/2014 dated 26.05.2014 from the Secretary, State Information Commission, Kerala 2nd cited above, it has been instructed to furnish suo-moto disclosure under RTI Act, 2005 for the preparation of Annual Report. For this purpose, I am to request you to furnish the details of RTI applications received in your institution during the period **2012-13 and 2013-14 (prepare separately)** to this office **within 3 days** in a prescribed Format [*Suo Moto Disclosure under Section 4(1)(b)*], which is published in the web site of IHRD. Please treat this as most urgent as the time limit prescribed by the Commission is on **15.06.2014**.

Yours faithfully,

P.S.PRADEEP

State Public Information Officer / Administrative Officer
IHRD Headquarters, Thiruvananthapuram

Copy to:

Software Section is requested to email the attached documents to all the Heads of Institution under IHRD and publish the same in the IHRD web site also