


ANNUAL REPORT FOR THE FINANCIAL YEAR 2017-18

GOVERNOR'S SECRETARIAT, PUNJAB

Sr.#	Nature of Activity of task	Report / Reply	
1.	Particulars of Designation / Notified PIOs	Deputy Secretary (Admin.), Governor's Secretariat. Deputy Secretary (Coord.) Governor's Secretariat.	
2.	List of PIOs of all offices vide section 7 of RTI Act, 2013.	02	
3.	Total RTI Requests received by all PIOs during the Year under report.	Admin Wing	Academic Wing
		64	11
4.	How many RTI Request applications were disposed of during the period under report?	54	02
5.	How many RTI Request applications were suggested for Not Further Action (NFA) during the period under report?	10	09
6.	Whether PIOs are conspicuously placed with provision of independent office with display of name plate & designation and provision of stationary, RTI Register, Telephone, Computer etc?	Yes	Yes
7.	Whether HOD or Head of Administrative Unit, as the case may be, has circulated instructions among all officers / officials to cooperate with PIO to provide information on his request?	Yes	Yes
8.	In how many cases PIOs appeared for hearing before the Commission and list of RTI Appeals?	-	All the time whenever called by the Commission
9.	Whether trainings of PIOs were conducted during the period under report, if so, the details thereof?	-	Nil
10.	URL of your official website.	-	-
11.	Whether particulars of PIOs & information as detailed in Sect 4 is uploaded on your official website?	-	-

CERTIFIED AS TRUE COPY


 M. J. S. Hammed
 Section Officer (Admin) / PIO
 Governor's Secretariat
 Chandigarh