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GOVERNMENT OF KERALA  
Labour & Skills (H) Department

*Handwritten notes:*  
12/11/2016  
Model format  
Annexure 1 & 2  
20/5/2016

No. 678421/H3/16/HR

Thiruvananthapuram.

Date: 9/6/2016.

From:

Additional Chief Secretary to Government.

To:

✓ The Chief Executive,  
Kerala Headload Workers Welfare Board,  
Banakulam.

The Chief Executive Officer,  
Kerala Motor Workers Welfare Fund Board,  
Kollam.

The Chief Executive Officer,  
Kerala Tailoring Workers Welfare Fund Board,  
Thiruvananthapuram.

Sri:

Sub. Labour Department - General Administration - Right to Information Act  
Case Register - uploading in the official domain - Reg.  
Ref: Circular No. 427990/Cdn.5/2016/GAD dtd. 20/5/2016.

I am to forward herewith a copy of the Circular cited along with its enclosure  
for strict compliance.

Yours Faithfully,

GOPAL V.S.

Under Secretary

For Additional Chief Secretary to Government

Approved for issue

Section Officer

*Handwritten mark*



GOVERNMENT OF KERALA

No.427990/Cdn.5/2016/GAD  
General Administration (Co-ordination) Department  
Thiruvananthapuram, Dated: 20.05.2016

C I R C U L A R

Sub:- General Administration - Right to Information Act Case Register -  
uploading in the official domain - reg.

Ref:- 1) G.O. (P) No.34/10/P&ARD dated 12.10.2010.  
2) Letter No.824/G8-Admn/2016/SIC dated 29.01.2016 from Secretary,  
State Information Commission, Kerala.

As per G.O.(P) No.34/10/P&ARD dated 12.10.2010 Government introduced a common format for RTI Act Case Register for all public authorities in the State. But it has come to the notice of the Government that there has rampant failure in properly carrying out this instruction. Government views this matter seriously and hereby instructs all the public authorities including Secretariat Departments, District Collectors, other Heads of Departments, Public Sector Undertakings and autonomous bodies in the State for strict upkeep and maintenance of the Register and to upload details of RTI applications related to therein in the format in official domain, of those respective departments/institutions. Model format (Appendix - I) is also enclosed.

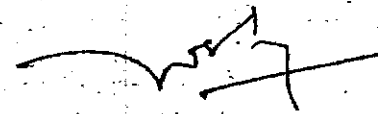
K.R. JYOTHILAL  
Secretary to Govt.

To

The Secretary, State Information Commission, Thiruvananthapuram.  
All Heads of Departments/Offices.  
All District Collectors.  
The Departments (All Sections), All Officers of the Secretariat.  
The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram (with C.L)  
All Public Sector Undertakings.  
The State Police Chief, Thiruvananthapuram  
The Director, Sports and Youth Affairs Department, Thiruvananthapuram.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram  
(with C.L)

The Registrar, High Court of Kerala, Ernakulam (with C.L)  
The Advocate General, Ernakulam (with C.L)  
The Secretary to Governor, Raj Bhavan, Thiruvananthapuram (with C.L)  
The Registrar, University of Kerala/Kochi/Calicut/Mahatma Gandhi/Kannur  
The Registrar, Kerala Agricultural University, Mannuthi, Thrissur.  
The Registrar, Sree Sankaracharya University of Sanskrit, Kalady, Aluva.  
The Registrar Thunchathu Ezhuthachan Malayalam University,  
Thiroor, Malapuram.  
The Registrar, Kerala Veterinary and Animal Science University, Camp Office,  
Kerala Agricultural University Campus, Mannuthi, Thrissur.  
The Registrar, Kerala University of Health and Allied Science, Thrissur.  
The Registrar, Kerala University of Fisheries and Ocean Studies,  
Pannad, Cochin.  
The Registrar, Kerala Administrative Tribunal, Vanchiyoop, Thiruvananthapuram  
(with C.L)  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram.  
The Managing Director, Kerala State Road Transport Corporation,  
Thiruvananthapuram.  
The Additional Secretary to Chief Secretary  
The Director, Information & Public Relations Department.  
(For wide publicity through media)  
Web & New Media (for uploading in the Government Website)  
Stock file/Office Copy

Forwarded / By order



Section Officer

## Appendix-I

## FORM XXI

## Right to Information Act Case Register

Sl. No.	File No. with Date of receipt of Application.	Name and Address of the Petitioner.	Nature of Information sought for.	Date of issue of reply.	Whether application or any part thereof transferred to any other public authority and, if so, to whom.	Amount if any realised.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

The Kerala Secretariat Office Manual is amended to this effect.

By order of the Governor,

TEEKA RAM MEENA,  
Secretary-in-Charge.

To  
All Additional Chief Secretaries, Principal Secretaries and Secretaries to Government.  
All Departments (All Section) of Secretariat including Law and Finance.  
All Offices in the Secretariat.  
Stock File/Office Copy.