

**ANNUAL REPORT TO THE RIGHT TO INFORMATION COMMISSION  
YEAR ENDING 31<sup>ST</sup> DECEMBER [include year]**

**Instructions and basis**

- 1) Every Public Authority shall submit an Annual Report to the Commission in accordance with Section 10 of the Right to Information Act No. 12 of 2016.
  - 2) The Annual Report shall, at the same time as it is forwarded to the Commission, be made publicly available including on the official website of the Public Authority.
  - 3) Copies of the Annual Report shall be provided when requested by any person in accordance with the Fees prescribed by the Commission. [See Rule 9 of the Right to Information Rules of 2017 (Fees and Appeal Procedure) Gazetted on February 3, 2017]
  - 4) A Public Authority, except local authority and a government owned business undertaking in which the government owns more than 51% of shares and coming under the purview of such Public Authority, shall send copies of its annual report to the Department of National Archives and the National Library.
  - 5) A Public Authority that is a local authority or business undertaking in which the local authority owns more than 51% of shares shall send copies of its annual report to the Department of National Archives and to the largest public library within its jurisdiction.
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1. Details of Public Authority<sup>1</sup>:

1.1. Name:

1.2. Address:

1.3. Web-link:

1.4. Name of line Ministry/Provincial Ministry<sup>2</sup> (if the Public Authority is not a Ministry or a Provincial Ministry)

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<sup>1</sup> Please refer the definition of "Public Authority" under section 42 of the Right to Information Act No 12 of 2016

<sup>2</sup> If the Public Authority described in (1) above is not a Ministry

2. Briefly describe the mandate and the nature of services offered by the Public Authority.

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3. Name and contact details of the Information Officer and the Designated Officer.

Information Officer	
Designated Officer	

4. Compliance Review

<b>Please provide details (§7, §8 and §9 of the Act read together with the Rules and Regulations of the Commission)</b>			
1	Provide details of how records are maintained, catalogued and indexed?		
2	Provide details of records maintained in electronic format?		
3	Provide details of how the following information is made known to the citizens. <sup>3</sup>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;">Information on powers, duties, and functions of officers and employees of the Public Authority and the procedures followed in decision-making.</td> <td></td> </tr> </table>	Information on powers, duties, and functions of officers and employees of the Public Authority and the procedures followed in decision-making.	
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<sup>3</sup> As required in terms of Section 10(h) read with Section 8 of the Act

	Norms set for the discharge of the functions, performance of the duties and exercise of the powers of officers and employees of the Public Authority	
	Rules regulations, instructions, manuals and other categories of records used by the officers and employees of the Public Authority in the discharge of their functions, performance of their duties, and exercise of their powers.	
	Details of facilities available to the citizens for obtaining information under the Right to Information Act.	
	Details of budgets allocated indicating the particular of plans, proposed expenditure and reports on disbursements made.	
4	Is information made available in all three languages?	
5	If the Public Authority is a Ministry, how many urgent and other projects' details were made known during the year?	
	Foreign Funded Projects (3 months prior to commencement)	
	Locally funded Projects (3 months prior to commencement)	
	Foreign funded urgent projects (7 days prior to commencement)	
	Local funded urgent projects (7 days prior to commencement)	

5. Details of information requests during the year:

		Number
1	Number of information requests for the year	
2	Number of requests for which information has been provided fully	
3	Number of requests for which information has been provided partially	
4	Number of information requests refused or denied in terms of Section 5 of the Act	
5	Number of information requests denied, other than for reasons contained in Section 5 of the Act (e.g. non availability of information)	
6	What is the average time (number of working days) taken to respond to an information request?	
7	How many information requests were received by post?	
	How many information requests were received by e-mail?	
	How many information requests were received by any other means other than by post or e-mail	

## 6. Type of information requests

With regard to what type of information were the highest and second highest number of information requests were received.	
Highest -	
2 <sup>nd</sup> Highest -	
How many information requests were received in respect of the following categories	
	No.
Procurement related	
Establishment matters	
Political victimization	
Financial (including budgets and projects)	
Environment	
Policy	
Others (pls specify)	

## 7. Requester Profile

	Number of requests	% of the total
Number of information requests by individual citizens		
Number of information requests by institutions		
Specify the number requests from each of the following provinces		
Central Province		
Eastern Province		
North-Central Province		
Northern Province		
North-Western Province		
Sabaragamuwa Province		
Southern-Province		
Uva Province		
Western Province		

## 8. Were any sanctions/disciplinary action imposed on any person for refusing to provide information? (Please provide details)

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9. Appeals and Commission Directions

	Number
<b>APPEALS TO THE DESIGNATED OFFICER</b>	
Number of appeal made to the Designated Officer	
Number of times the information was provided at the direction of the Designated Officer	
<b>APPEALS TO THE RIGHT TO INFORMATION COMMISSION</b>	
Total no of appeals, of which the Public Authority has notice of, lodged with the Commission against refusal to communicate information	
Total number of times the Commission ordered/directed that information be provided (No of successful appeals in favor of the appellant)	

10. Information Management and storage of records.

10.1. Please provide details of the information management and storage system?
10.2. Was the system updated during the year? If yes, please provide details
10.3. Provide details of the way in which records are stored? (e.g. record room, electronic data bank with/without documentary back-up, on site/off site)
10.4. Are the records in storage referenced, indexed and stored in an easily retrievable manner? (Provide details)

10.5. Provide details of improvements or changes were carried out during the year to the indexing and referencing system referred to above
10.6. On average how much time is required to search and produce a record that is in storage?
10.7. In case of physical storage, are the records stored on-site, off-site or both? Provide details.
10.8. Have you provided for maintaining of existing records (up to 4 <sup>th</sup> August 2016) for 10 years and new records (after 5 <sup>th</sup> August 2016) for 12 years? (Provide details)
10.9. Have you made budgetary provision for information storage and management?
10.10. If records are not digitally maintained, please indicate what steps have been taken during the year or prosed to be taken to migrate records to a digital format?
10.11. If information is stored digitally, is it done by the Public Authority or an external entity? (Give details)
10.12. Are digitally stored data/records accessible via the internet?

10.13. If yes, is network security updated at least once a month?

11. What suggestions do you have to remove constraints and improve the practices relating to the maintenance, management and destruction of records?

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12. What facilities are available to the citizens for obtaining information? Please give details, including any improvements carried out during the year

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13. How much fees was collected by the Public Authority during the year through information requests?

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14. What suggestions do you have for improving the effectiveness of the regime of transparency?

Improvements within your Public Authority
Improvements in general

15. Any other information you wish to provide or comments you wish to make?

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Signature:

Name and Designation:

Date: