

**Report under Section 25,4(1) & 4 (2) of the RTI Act,2005 for the
quarter ending 01-01-2006 to 31-03-2006**

Annexure – A

Sl. No.	Clauses required to be clarified/ answered under provision of RTI Act 2005.	Hooghly Dock & Port Engineers Ltd.
A.	The number of requests made to each public authority	Only one request has been made for obtaining more information in regard to ‘Car & Traveling Expenses ‘
B	The number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked.	Not applicable – As in the stated two cases applicant is entitled to access the documents.
C	The number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals	Not applicable.
D	Particulars of any disciplinary action taken against any officer in respect of the administration of this Act	Not applicable
E	The amount of charges collected by each public authority under this Act.	Rs,60/-(Rupees Sixty only)
F	Any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act	The following steps have already been taken to administer and implement the spirit and intention of RTI Act 2005. Enclosed Annexure – B.
G	Recommendations for reform, including recommendations in respect of the particular public authorities, for the development , improvement, modernization, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.	The requirement of any reform or placement of recommendation for reform of Act is not being observed during the initial period of Implementation of Act.

**FORM FOR PROVIDING INFORMATION AS TO THE PREPARATIONS FOR
IMPLEMENTATION OF
RIGHT TO INFORMATION ACT, 2005**

Annexure – B

Sl. No.	Clause No.	Provisions	If Done When	If not done Target date
1	4(1)(a)	Cataloging and Indexing of Records	Complete in Sept. 2005	
2	DO	Computerisation of Records	Complete in Sept. 2005	
3	DO	Connected through network all over the country	Complete in Sept. 2005	
	4(1)(b)	Publication of		
4		(i) Particulars of ORG., FUNCTION & DUTIES	Complete in Sept. 2005	
5		(ii) Powers & Duties of Officers & Employees	Complete in Sept. 2005	
6		(iii) Procedure in Decision making, channels of supervision & accountability	Complete in Sept.2005	
7		(iv) Norms for Discharges of Function	Complete in Sept, 2005	
8		(v) Rules, Reg, Instructions, Manuals used for discharging of function	Complete in Sept. 2005	
9		(vi) Categories of Doc.	Complete in Sept. 2005	
10		(vii) Arrangements for consultation with or representation by the Members of Public in Rel. to formulation & Implementation of policies	NA	
11		(viii) Statements of Boards of Councils, Committees & Other Bodies consisting of 2 or more persons for implementation or advice	NA	
12		Whether meetings of such bodies are opened to Public or Minutes are accessible to public	NA	
13		(ix) Directories of Officers & Employees	Complete in Sept. 2005	
14		(x) Monthly remuneration received by each officers & employees including other kinds of compensation	Complete in Sept. 2005	
15		(xi) Budget allocated to each agency, particulars of plan, proposed expenditure & reports on disbursements	Complete in Sept. 2005	
16		(xii) Execution of subsidy programmes, amounts, allocated. Details of beneficiaries	NA	
17		(xiii) Particulars of recipients of concession, permits, licenses, etc.	NA	
18		(xiv) Details of information available in electronic form	Complete in Sept. 2005	
19		(xv) Facilities available to citizens for obtaining information, working hours of libraries, reading rooms or others if maintained for public use.	Complete in Sept. 2005	
20		(xvi) Names, Designation, other particulars of Public Information Officer	Complete in Sept. 2005	
21	4(1©)	Publication of facts while formulating policies or decisions which affects public	NA	
22	4(1)(d)	Reasons for Administrative or Quasi-Judicial Decisions	NA	
23	4(2)	Arrangement made for periodic provisions for information on internet, etc	Complete in Sept. 2005	
24	5(2)	Appointment of Public Information Officers	Complete in Sept. 2005	
25	6(1)	Prescription of Fees	G.O.I.	
26	19	Whether Rules & Instruments have been reviewed to implement RTI Act	NA	
27	25	Whether any Rules will be required to implement RTI Act	NA	
28		Internal procedure for implementation of RTI Act have been laid down	Complete in Sept. 2005	