

MANUAL OF
STATE INFORMATION COMMISSION
HIMACHAL PRADESH

PUBLISHED UNDER CLAUSE 4 (1) (b)
OF
THE RIGHT TO INFORMATION ACT, 2005
(As on 15th June, 2010)

State Information Commission Himachal Pradesh

Section 4(1)b(i) Particulars of the Organisation, functions and duties.

Name of Office:- State Information Commission, Himachal Pradesh

Address:- Loktus Villa, Ravensdale, Shimla-2

Phone & Fax No.:- 0177-2621529

State Chief Information Commissioner:- Sh. P.S. Rana

State Information Commissioner:- Sh. S.S. Parmar

State Information Commission Himachal Pradesh:- The State Information Commission, Himachal Pradesh acts as friend, philosopher and guide to the people of the Pradesh in the exercise of their right to Information and to the public authorities in the discharge of their duties to make information accessible to the people. The key function of the Information Commission is to enquire into the complaints of people and hear appeals under the RTI Act, 2005, guide public authorities about the implementation of the Act.

The Himachal Pradesh State Information Commission was constituted by the State Government on 4th February, 2006 in exercise of powers conferred by sub section (1) of section 15 of the Right to Information Act, 2005. The Commission started functioning with effect from 1st March, 2006 with headquarters at Shimla, on the assumption of the office of State Chief Information Commissioner, Himachal Pradesh by Shri P.S. Rana. The terms and conditions of Shri P.S. Rana, Chief Information Commissioner are as under:-

1. Tenure:- Shri P.S. Rana, Chief Information Commissioner shall hold office for a term of 5 (five) years w.e.f. 1.3.2006. He shall not be eligible for reappointment.

2. Pay:- He shall draw pay in the scale of pay of Rs. 30,000/- per month (fixed) (Basic pay Rs. 30,000/- plus Dearness Pay Rs. 15,000/-). Since he is in receipt of pension under AIS (Rules),

his salary as Chief Information Commissioner shall be reduced by the amount of pension (including commuted portion of pension)

3. Sumptuary Allowance:- A monthly sumptuary allowance as admissible to the Election Commissioners from time to time shall be admissible to the Chief Information Commissioner. The present rate of sumptuary allowance is Rs. 7500/- per month.

4. Pension, Provident Fund, GIS:- He shall be entitled to subscribe to the General Provident Fund (Central Services). Since he was a member of the Indian Administrative Service before taking over as Chief Information Commissioner, Himachal Pradesh, he shall continue to subscribe to the Provident Fund to which he was subscribing before his appointment as the Chief Information Commissioner, Himachal Pradesh.

As to pension, it will be calculated as per para 2(a) and 2(b) of Part-III of Schedule to the Supreme Court Judges (Salary and Conditions of Services) Amendment Act, 1998 read with the Chief Election Commissioner and other Election Commissioners (Conditions of Service) Act, 1991, as amended from time to time. He will be entitled to a special additional pension per annum in respect of each completed year of service for pension as entitled to ECs subject to a maximum of Rs. 2,70,000/- p.a. i.e. Pension from earlier pensionable post plus additional pension.

5. Leave:- Since Shri Rana, immediately before the date of assuming office as the Chief Information Commissioner, Himachal Pradesh was a member of the Indian Administrative Service, he may be granted during his tenure of office but not thereafter leave in accordance with the rules for the time being applicable to members of Indian Administrative Service and he shall be entitled to carry forward the amount of leave standing at his credit on such date.

The power to grant or refuse leave to the Chief Information Commissioner and to revoke or curtail leave granted to him shall vest in the Governor.

6. Accommodation:- He shall be entitled without payment of rent to the use of well furnished residence including staff quarters, building apartments, gardens, throughout his term of office and for a period of one month thereafter and no charge shall fall on him personally in respect of the maintenance of such residence. Maintenance will include payment of local rates and taxes and electricity and water. He shall be entitled to furnishing (including electrical appliances) not exceeding Rs. 2,00,000/-.

In case he does not avail himself on the use of an official residence, he may be paid every month an allowance at the rate of 30% of (basic pay + dearness pay) as HRA in lieu of the above.

7. Medical facilities:- The Chief Information Commissioner and the members of his family shall be entitled to such facilities for medical treatment and for accommodation in hospitals as prescribed for the Election Commissioners from time to time.

8. Conveyance facilities:- The Chief Information Commissioner shall be entitled to a staff car and two hundred liters fuel per month or the actual consumption of fuel whichever is less. Alternatively he will be entitled to Traveling Allowance at the rate applicable (presently Rs.800/-).

9. T.A./D.A. On Tour/LTC:- The Chief Information Commissioner shall be entitled to Traveling Allowance/LTC as applicable to the Election Commissioners. The present rate of DA are Rs. 600/- for all types of localities like Mumbai, Kolkata, Chennai, Delhi, Hyderabad, Bangalore and Ahmedabad.

He shall be entitled to LTC for self, spouse and dependent members of his family for visiting any place in India thrice a year.

10. Post Retirement Benefits:- The Chief Information Commissioner shall be entitled to receive, in his life time post retirement benefits as are applicable to the election Commissioners. Presently these are:-

- (i) A monthly payment of Rs. 4000/- (Rupees Four Thousand Only) for defraying the services of an Orderly.
- (ii) A residential telephone free of cost and the number of calls to the extent of 1500 per month (over and above the number of free telephone calls per month allowed by the telephone authorities)

11. Administrative & Other Residuary Matters:- Administrative matters relating to terms and conditions of service of the Chief Information Commissioner, Himachal Pradesh with respect to which no express provision has been made in this Annexure shall be as applicable to the Election Commissioners from time to time and notified by the State Government.

The Government of Himachal Pradesh, Department of Administrative Reforms vide notification No. Per(AR)F(7)2/98-Vol-I dated 31.3.2009 has amended the terms & conditions of services of State Chief Information Commissioner as under:-

- (i) "For the existing entries against item at Serial No. '2 Pay' of the said "Annexure", the following shall be substituted, namely:-

He shall draw pay in the scale of pay of Rs. 90,000/- per month (fixed) w.e.f. 1-1-2006. Since he is in receipt of pension under AIS (Rules), his salary as Chief Information Commissioner shall be reduced by the amount of pension (including commuted portion of pension).”

- (ii) “For the existing entries against item at Serial No. ‘3 Sumptuary Allowance’ of the said “Annexure”, the following shall be substituted, namely:-

He shall be entitled to draw Rs. 15,000/- per month as sumptuary allowance w.e.f. 1.9.2008 as admissible to the Election Commissioners from time to time.”

- (iii) “For the existing entries against para 2 of item at Serial No. ‘4 Pension, Provident Fund, GIS’ of the said “Annexure”, the following shall be substituted, namely:-

As to pension, it will be calculated as per para 2 (a) and 2 (b) of Part-III of Schedule to the Supreme Court Judges (Salary and Conditions of Services) Amendment Act, 1998 read with the Chief election Commissioner and other Election Commissioners (Conditions of Service act, 1991, as amended from time to time. He will be entitled to a special additional pension of Rs. 16,020/- per annum in respect of each completed year of service as entitled to Election Commissioners subject to a maximum of Rs. 5,40,000/- w.e.f. 1-1-2006. per annum i.e. pension from earlier pensionable post plus additional pension.”

- (iv) “For the existing entries against Sub-para (i) of item at Serial No. ‘10 Post Retirement Benefits’ of the said “Annexure”, the following shall be substituted, namely:-

A monthly payment of Rs. 14,000/- (Rupees fourteen thousand only) for defraying the services of an orderly and meeting the expenses incurred towards secretariat assistance on contract basis.”

The State Government has appointed Sh. S.S. Parmar as State Information Commissioner, Himachal Pradesh on 29.6.2007. Sh. Parmar assumed the office of the State Information Commissioner on 2.7.2007. The terms and condition of Sh. S.S. Parmar, State Information Commissioner are as under:-

1. Tenure:- Shri Surjit Singh Parmar, State Information Commissioner shall hold office for a term of 5(five) years w.e.f. 02.07.2007. Shri Surjit Singh Parmar, State Information Commissioner shall not be eligible for reappointment. However, he may be appointed as the Chief Information Commissioner in accordance with the provisions of the Act.

2. Pay:- He shall draw a pay of Rs. 26,000/- per month (fixed) (Basic pay Rs. 26,000/- plus Dearness Pay Rs. 13,000/-). Since he is in receipt of pension under AIS (Rules), his salary as State Information Commissioner shall be reduced by the amount of pension (including commuted portion of pension).

3. Sumptuary Allowance:- A monthly sumptuary allowance of Rs. 4000/- (Four thousand rupees) per month shall be admissible to Shri Surjit Singh Parmar, State Information Commissioner.

4. Provident Fund:- He shall be entitled to subscribe to the General Provident Fund (Central Services). Since he was a member of the Indian Administrative Service before taking over as State Information Commissioner, Himachal Pradesh, he shall continue to subscribe to the Provident Fund to which he was subscribing before his appointment as the State Information Commissioner.

5. Leave:- Since Shri Surjit Singh Parmar, State Information Commissioner shall be entitled for leave in accordance with the provisions of AIS(Rules).

The power to grant or refuse leave to the State Information Commissioner and to revoke or curtail leave granted to him shall vest in the Chief Information Commissioner.

6. Accommodation:- Shri Surjit Singh Parmar, State Information Commissioner shall be entitled to the use of an official residence in accordance with the rules prescribed for Chief Secretary. Where the State Information Commissioner does not avail himself of the use of an official residence, he may be paid every month an allowance equal to that payable for the purpose to the Chief Secretary of the State Government.

7. Medical facilities:- Shri Surjit Singh Parmar, State Information Commissioner and the members of his family shall be entitled to such facilities for medical treatment and for accommodation in hospitals as prescribed for the Chief Secretary from time to time.

8. Conveyance facilities:- Shri Surjit Singh Parmar, State Information Commissioner shall be entitled to a staff car and the actual consumption of fuel.

9. T.A./D.A. On Tour/LTC:- He shall be entitled to Traveling Allowance/Daily Allowance as applicable to the Chief Secretary and Leave Travel Concession once in a year, for himself, spouse and dependent members of his family to any place in India.

10. Administrative & Other Residuary Matters:- Administrative matters relating to terms and conditions of service of the State Information Commissioner with respect to which no express provision has been made shall be as applicable to the Chief Secretary.

The Government of Himachal Pradesh, Department of Personnel (Accounts) vide order No. Karmik(Lekha)-B(3)-IAS-2/2008 dated 17.11.2008 has amended the Pay of State Information Commissioner Rs. 80,000/- (fixed) w.e.f. 1.1.2006 in the revised pay structure.

The powers and duties of its officers and employees;

I As per provisions of Section 15(4) of the RTI Act, 2005, the general superintendence, direction and management of the affairs of the State Information Commission vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and exercises all such powers and do all such acts and things which are to be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under the Act.

II Section 18 of the Act spells out the powers and functions of the State Information Commission as under:

1) It shall be the duty of the State Information Commission to receive and inquire into a complaint from any person;

(a) who has been unable to submit a request to a Public Information Officer either by reason that no such officer has been appointed under this Act, or because the Assistant Public Information Officer has refused to accept his or her application for information or appeal under the Act for forwarding the same to the Public Information Officer or Appellate Authority or the State Information Commission as the case may be;

(b) who has been refused access to any information requested under the Act;

- (c) who has not been given a response to a request for information or access to information within the time limit specified under the Act;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete misleading or false information under the Act; and
- (f) in respect of any other matter relating to requesting or obtaining access to records under the Act.

2) Where the State Information Commission is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

3) The State Information Commission shall, while inquiring into a complaint, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the matters such as summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things; requiring the discovery and inspection of documents; receiving evidence on affidavit; requisitioning any public record or copies thereof from any court or office; issuing summons for examination of witnesses or documents; and any other matter which may be prescribed.

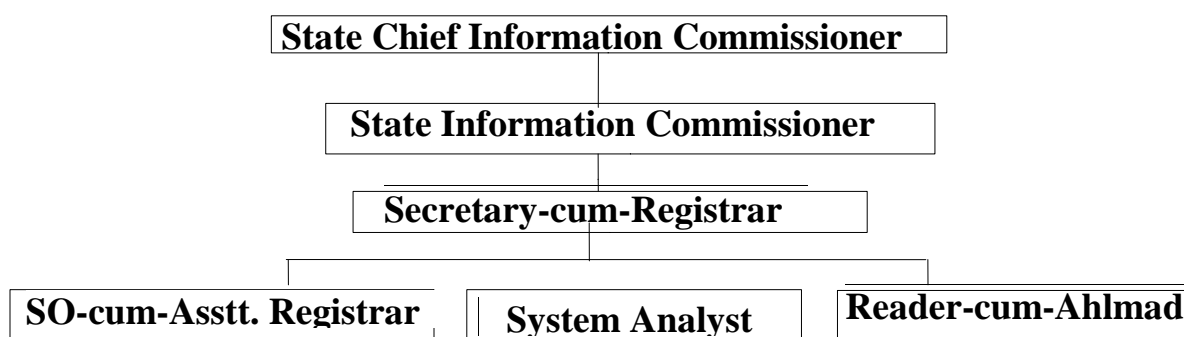
4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the State Information Commission may during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

III State Government has sanctioned 32 Posts out of which 21 posts have been filled up. A list of posts sanctioned and filled up are as under:-

Sr. No.	Designation of the posts	Pay scale of the post	No. of posts sanctioned	No. of Posts filled
1.	Chief Information Commissioner	90,000/- plus allowances.	1	1
2.	State Information Commissioner	80,000/- plus allowances.	1	1

3.	Secretary (HAS/IAS) to the Commission	in their own pay scale	1	1
4.	System Analyst	10300-34800+ Rs. 5400	1	1
5.	Reader-cum-Ahalmad	10300-34800+ Rs. 5000	2	2
6.	Section Officer	10300-34800+ Rs. 5000	1	1
7.	Senior Assistant	10300-34800+ Rs. 3800	2	2
8.	Clerk-cum-Computer Operator	5910-20200 + Rs. 1900	4	3
9.	Private Secretary	10300-34800 + Rs. 5000	2	2
10.	Personal Assistant	10300-34800 + Rs. 4200	4	2
11.	Junior Scale Steno Grapher	5910-20200 + Rs. 2800	1	-
12.	Driver	5910-20200 + Rs. 2000	3	2
13.	Process Server	4900-10680 + Rs. 1400	1	-
14.	Chowkidar	4900-10680 + Rs. 1300	1	1
15.	Peons	4900-10680 + Rs. 1300	5	4
16.	Frash-cum-Mali	4900-10680 + Rs. 1300	1	1
17.	Sweeper	4900-10680 + Rs. 1300	1	1
		Total	32	25

IV Oraganisation Chart of the State Information Commission



Section 4(1)b(ii)

Powers and duties of officers and employees.

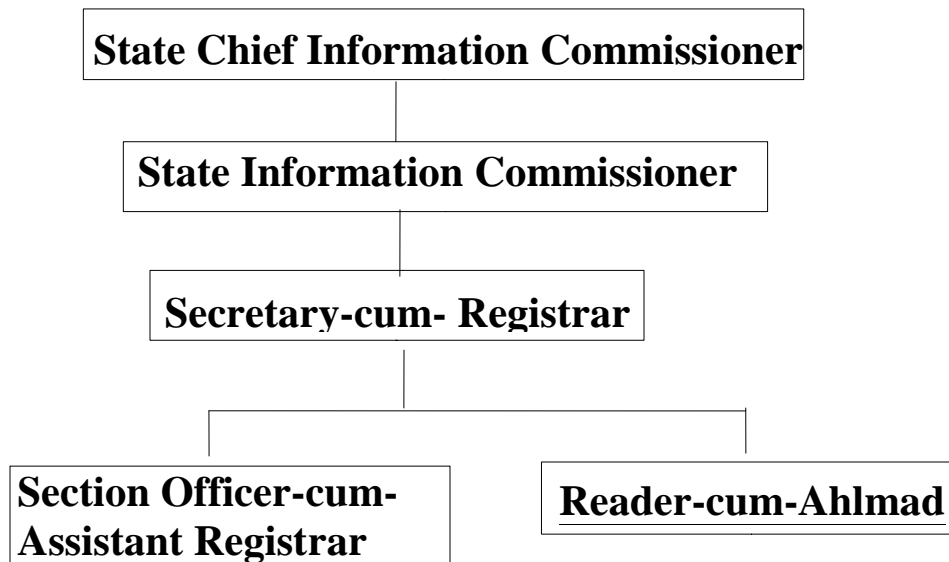
<u>Sr.No.</u>	<u>Designation</u>	<u>Power and duties</u>
1.	State Chief Information Commissioner	General superintendence, directions and management of affairs of the State Information Commission which receives complaints and appeals under the RTI Act, 2005. Decides appeals and complaints
2.	State Information Commissioner	Cognizance of appeals & complaints and their disposal.
3.	Secretary-cum-Registrar	Administration and financial control in the Commission and to provide assistance to the State CIC.
4.	Private Secretary to the State CIC	Secretarial assistance and any other work assigned by State CIC
5.	Private Secretary to the State Information Commissioner	Secretarial assistance and any other work assigned by State IC
6.	Reader-cum-Alhmad	Processing of appeals and complaints received in the Commission and carry out any other work assigned by the State CIC.
7.	Section Officer-cum-Assistant Registrar	To assist the Secretary for Administrative, financial matters and other matters of the Commission.
8.	Personal Assistant	To assist the Private Secretary and carry out any other work assigned by the Officer in charge of the Commission.
9.	Senior Assistant	To provide assistance to the officers and carry out any other work assigned by supervisory officers of the Commission.
10.	Clerks	Diary/ Despatch work, typing work and any other work assigned by the supervisory officers of the Commission.
11.	Peon	To carry and deliver dak, ensure cleanliness in office premises and carry out any other work assigned by the supervisory officers of the Commission.

12. Sweeper

To sweep the office and carry out any other work assigned by supervisory officers of the Commission.

Section 4(1)b(iii) Procedure followed in the decision-making process, including channels of supervision and accountability.

1. The Channel of supervision in the State Information Commission is as under:-



2. Procedure followed in the appeals and complaints received in the Commission under the RTI Act, 2005.

The Commission receives the complaints under Section 18 of the RTI Act, 2005. A complaint, on receipt, is placed before the State Chief Information Commissioner (CIC) who may assign the complaint to the State Information Commissioner (IC). The CIC/IC, as the case may be, order an inquiry or such other action as he deems fit. The CIC/IC may seek comments of the public authority and/or the PIO against which complaint has been received and take a suitable decision as per the provisions of the Act.

The Commission receives appeals against the orders of SPIO under Section 19 of the RTI Act, 2005. An appeal, on receipt, is placed before the State Chief Information Commissioner who may assign the same to the State Information Commissioner (IC). The CIC/IC may dispose the same after hearing the SPIO. The applicant is generally invited to present his/her

case if he/she desires If the Commission sees merit in the SPIO's arguments in denying information sought, the appellant shall be given an opportunity to present his case in person or through any person appointed in this regard before the Commission takes a final decision.

Sr. No.	Details of Activity in the Commission	Decision making process	Authority Responsible for that activity
1	Complaints under Sec.18	<p>Stage 1: CIC may assign a complaint to IC or Full Bench.</p> <p>Stage 2: Comments of SPIO sought as per directions of CIC/IC.</p> <p>Stage 3 : Further Inquiry or Hearing as per the direction of CIC/IC.</p> <p>Stage 4: Final Order</p>	<p>Stage 1: Secretary-cum-Registrar or the Reader may seek comments and place it before the CIC/IC for further orders.</p> <p>Stage 2 and 3: as per the directions of SCIC.</p>
2	Appeals under section 19	<p>Stage 1: CIC may assign a complaint to IC or Full Bench.</p> <p>Stage 2: Hearing as per the direction of CIC/IC.</p> <p>Stage 3: Final Decision.</p>	<p>Stage 1: As per orders of CIC/IC, Secretary-cum-Registrar or the Reader may issue letter/notice to SPIO and appellate authority for hearing.</p> <p>Stage 2:As per the directions of CIC/IC.</p>
3	Procuring Goods and Services for the Commission	As per General Financial Rules and Delegation of Financial Powers Rules (DFPR).	Secretary-cum-Registrar of the Commission.
4	General Administration of the Commission		As per delegation of Administrative powers.

Section 4(1)b(iv) The norms set by it for the discharge of its functions;

And

Section 4(1)b(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

1) The State Information Commission, Himachal Pradesh performs its functions as per provisions made in the RTI Act, 2005 read with the Himachal Pradesh RTI Rules, 2006/Himachal Vidhan Sabha Secretariat Right to Information (Regulation of Fee & Cost) Rules, 2006/ The High Court of Himachal Pradesh Right to Information Rules, 2005.

2) There is no time limit fixed in the Act for disposal of second appeals and complaints received by the Commission. However, the Commission has been disposing off such matters expeditiously. It shall be the endeavour of the Commission that such matters are finalized within a maximum period of 3 months of their receipt in the Commission.

3) The Commission carries out its administration, procures goods and services as per provisions of the RTI Act, 2005 and the relevant rules and regulations of the State Government as adopted by the Commission.

Section 4(1)b(vi) A Statement of the categories of documents that are held by it or under its control:-

- 1) The files dealing with complaints received under section 18 of RTI Act, 2005.
- 2) The files dealing with appeals received under section 19 of RTI Act,2005.
- 3) Files advising the applicants and public authorities to take action as per provisions of the Act for ensuring furnishing of the desired information expeditiously.
- 4) Personal files of staff working in the State Information Commission.
- 5) Accounts files regarding expenditure incurred out of the budget allocated to the State Information Commission.

Section 4(1)b(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or administration there of;

The main function of the State Information Commission is to implement the provisions of the RTI Act, 2005 relating to the setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities and promote transparency and accountability in the working of every public authority. All hearing of complaints and appeals are open to the public.

Section 4 (1)b(viii)

Statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

No boards/councils/ committees have been set up to advise the State Information Commission.

Section 4(1) b(ix) A directory of its officers and employees.

Sr. No.	Name and Designation	Residence Address	Telephone Nos.	
			Office	Res.
1.	Sh. P.S. Rana, State Chief Information Commissioner, HP	Cottage No. 3, Harvington, Long Wood, Shimla	2621904	2808812
2.	Sh. S.S. Parmar, State Information Commissioner	Set-13, Type VI, Richmount, Shimla-1	2622218	2656097
3.	Sh. Gopal Sharma Secretary-cum-Registrar	Block-B, Set No.12 Willy's Park, Chaura Maidan, Shimla-4	2621529	2651999
4.	Sh. Bhagat Ram, Sr. Private Secretary to the CIC	Khem Niwas Malyana, Below N.H. Shimla -171006	2621904	2841578
5.	Shri Laiq Ram Sharma, P.S to the IC	Block II, Set No. 3, Shimla-4	2622218	
6.	Sh. Sanjay Sehgal, Section Officer-cum-Assistant Registrar	Flat No. 795, Block No. 47, Sector – IV, New Shimla	2621529	2670239
7.	Sh. Om Parkash Rajta, Reader-cum-Ahlmad to the SCIC	Suraj Bhawan, Mehli Shimla	2621529	2621439
8.	Sh. Tula Ram Sharma Reader-cum-Ahlmad to the SIC	Village Shehnan(New Balai) Malyana Shimla-6	2621529	94184- 84483
9.	Sh. Satinder Kumar, Personal Assistant	43-B, Sector-II, New Shimla-9	2621904	2670136
10.	Sh. Devender Kumar, Personal Assistant	Block-C19, Devi Niwas Below SDA Colony, VikasNagar Shimla-9	2622218	-----
11.	Sh. Rajeev Sharma, System Analyst	Anshul Cottage, Below Tunnel Cemetary Area Sanjauli, Shimla-6	2621529	-----
12.	Sh. Jagdish Gupta, Sr. Asstt.	Block No A-5 Set No. 39 SDA Colony Vikas Nagar, Kasumpti, Shimla-9	2621529	2625493
13.	Sh. R.B.S. Negi, Sr. Asstt.	C/o Mahinder Singh Kanwar, Panchi Ahata, Lower Khalini, Shimla-2	2621529	2624132
14.	Sh. Ranjan Chauhan, Clerk	C/o Bija Ram Tanwar, Badhai, PO Tara Devi, Shimla-10	2621529	-----

15.	Smt. Sanjay Kumari Thakur, Clerk	Chandel Bhawan Village Kelti P.O. A.G. Office, Shimla -171003	2621529	2655440
16.	Smt. Shahida, Clerk	Loktus Villa, Near Luxmi Narayan Mandir, Kasumpti Shimla-9	2621529	---

Section 4(1)b(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Sr. No.	Nomenclature of post	Sanctioned pay scale
1.	Chief Information Commissioner	90,000/- plus allowances as sanctioned to the Election Commissioner of India
2.	State Information Commissioner	80,000/- plus allowances
3.	Secretary-cum-Registrar	In their own pay scale plus allowances as sanctioned to the State Govt. employees of their grade.
4.	System Analyst	10300-34800+ Rs. 5400
5.	Section Officer-cum-Assistant Registrar	10300-34800+ Rs. 5000
6.	Private Secretary	10300-34800 + Rs. 5000
7.	Reader-cum –Ahlmad	10300-34800+ Rs. 5000
8.	Personnel Assistant	10300-34800 + Rs. 4200
9.	Sr. Assistant	10300-34800+ Rs. 3800
10.	Clerk	5910-20200 + Rs. 1900
11.	Peon	4900-10680 + Rs. 1300
12.	Sweeper	4900-10680 + Rs. 1300
13.	Frash-cum-Mali	4900-10680 + Rs. 1300
14.	Driver	5910-20200 + Rs. 2000
15.	Chowkidar	4900-10680 + Rs. 1300

Section 4(1)b(xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposes expenditures and reports on disbursement made.

The State Govt. made the following provisions in the Head of Account 2070-Other Administrative Services-Non Plan for the current year 2010-2011:-

Salary	76,02,000
Travel Expenses	1,37,000
Office Expanses	3,78,000
Medical Reimbursement	86,000
Rent, Rates & Taxes	2,33,000
Motor Vehicle	2,62,000
Maintenance	25,000
Hospitality & Entertainment	20,000
Training	77,000
Other Charges	2,30,000
Grand total	90,50,000

Section 4(1)b(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

The State Information Commission does not implement any subsidy programme. Consequently there is no list of beneficiary of any such programme.

Section 4(1)b(xiii) Particulars of recipients of concessions, permits or authorization granted by it.

The Commission does not provide any concession, permit or authorization.

Section 4(1)b(xiv) Details in respect of the information, available to or held by it reduced in an electronic form;

Nil. However, the RTI Act, 2005, Himachal Pradesh RTI Rules, 2006 are available on the website on www.himachal.nic.in

Section 4(1)b(xv) The particulars of facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

The State Information Commission has not set up any library or a reading room. However, the officers of the Commission are available on phone or in person at the office of the Commission from 10 am to 5 pm on all working days. The information about the Commission can also be obtained as per provisions of the RTI Act, 2005

Section 4(1)b(xvi) The names, designations and other particulars of the Public Information Officers.

The State Information Commission has designated the following officials as State Appellate Authority, State Public Information Officer and State Assistant Public Information Officer:-

Sr. No.	Designation	Office Address	Telephone No. (Office)	Designated as
1.	Secretary, State Information Commission, H.P.	Loktus Villa, Ravensdale, Shimla -171002	0177-2621529	State Appellate Authority
2.	Section Officer, State Information Commission, Himachal Pradesh	Loktus Villa, Ravensdale, Shimla -171002	0177-2621529	State Public Information Officer
3.	Reader-cum-Ahlmad to the State Chief Information Commissioner, Himachal Pradesh	Loktus Villa, Ravensdale, Shimla -171002	0177-2621529	State Assistant Public Information Officer.

Section 4(1)b(xvii) Such other information as may be prescribed .

-Nil-