

**ANNUAL REPORT FOR THE YEAR 2023 PROFORMA UNDER
SECTION-9 OF THE RTI ACT, 2013**

S.#	Name of Activity or Task	Reported / reply
1	Number of Designated and notified Punjab Information Officers (PIOs) of the Department.	Mines & Minerals Department has notified 17-PIOs pertaining to attached departments.
2	Total RTI request forms received during the period under report.	Three requests were received in MMD in 2023.
3	How many RTI request applications were disposed of by providing requisite information during the period under report?	All three cases.
4	How many RTI request applications were regretted by PIO?	No application was regretted.
5	Whether PIOs are conspicuously placed in each office for the convenience of approaching citizen.	Yes (PIOs phone / email are provided on the website and notification was issued and conveyed .these are the officers deputed in field offices).
6	Whether PIOs have been provided necessary facilities including stationary, telephone, computer, RTI registers, etc.	Yes (stationary telephone, computer are already available)
7	Whether Head of Department (HoDs) and head of Institutions have given instructions to all the officers/officials to cooperate and provide information on the request of PIOs?	Yes
8	In how many cases PIOs or any other representative appeared for hearing before PIC?	NIL
9	What are main hurdles to implement RTI Law?	No hurdle
10	Whether trainings of PIOs were conducted ring the period under report? If so, how many?	NIL
11	Any useful suggestion to effectively implement RTI regime as statutory obligation.	Periodical training / refresher courses on the law is necessary for effective implementation of RTI Act, 2013.