

## Central Information Commission

### Annual Report – 2011-12

#### Guidelines for filing of online Quarterly Returns by Public Authorities

##### For Public Authorities

1. From 2010-11 onwards, the Commission has decided to receive the online return from Public Authorities on quarterly basis.
2. Online quarterly return will be due immediately after the completion of every quarter.
3. Public Authorities will contact their respective Ministry/Deptt. to get the password assigned using which they can login and submit online return
4. Online return can be submitted within 15 days after the completion of every quarter.
5. After 15 days of the next quarter, Public Authorities can submit their return online but their names will appear in 'LATE' list.
6. Public Authorities will not be able to submit the next quarter return without submitting the previous ones online.
7. Quarterly Returns will have to be submitted only online and **No hard copy or e-mail** will be accepted.

##### For Ministries/Deptts.

1. Ministries / Deptts. are facilitated to create/ delete Public Authorities under their control.
2. Ministries/ Deptts. can assign password and communicate the same to their respective Public Authorities.
3. Ministries/ Deptts. are facilitated to view the returns submitted by their Public Authorities