

Right to Information Act

Annual Report Format (Section 10 of the Act)

The year to which the report relates – 2025

01. Details of the Public Authority

- | | |
|--|---|
| 1.1. Name of the Public Authority | - Divisional Secretariat Office |
| 1.2. Address | - Divisional Secretariat Office,
Medagama, Bibile |
| 1.3. Website - WWW.medagama.ds.gov.lk | Telephone Number – 0552266338 |
| 1.4. Ministry/Provincial Ministry and the province to which the public authority belongs | - Ministry of Public Administration,
Provincial Councils and Local
Government |
| 1.5. Province – Uva | District: Monaragala |
| | Divisional Secretariat: Medagama |

(When a public authority is limited to regional or local jurisdictions)

02. Responsiveness – During the year

- | | |
|---|------|
| 2.1. Total number of requests received | - 15 |
| 2.2. Number of requests which complete information provided | - 12 |
| 2.3. Number of requests which partial information provided | - 0 |
| 2.4. Total amount collected during the year | - 0 |

03. Rejections

- | | |
|---|------|
| 3.1. Number of requests rejected under Section 5 of the Act | - 01 |
| 3.2. Number of requests that could not be processed due to reasons other than Section 5 | - 02 |

04. Appeal process

- | | |
|---|-----|
| 4.1. Number of appeals received by the Designated Officer | - 0 |
| 4.2. Number of appeals which information was provided
based on the Designated Officer's Decision | - 0 |
| 4.3. Number of appeals submitted to the Information Commission | - 0 |
| 4.4. Number of appeals which information was provided based on
the Information Commission's decision | - 0 |

05. Suggestions for Improvement

- 5.1. Proposals which the public authority required to promote the functioning the existing system of transparency.

Suggestions – Further informing the public through the media that the Right to information Act provides the opportunity to obtain information.

06. Records Management

6.1. Actions taken during the year to maintain/management and destruction of report - None

6.2. Problems and difficulties regarding records management – None

07. Obligations under Section 08 of the Act (For Ministries and Provincial Ministries only)

7.1. Dates on which the semi-annual Report was published

First semi-annual report, date

Second semi-annual report, date

7.2. Website

7.3. Offices where copies can be obtained

7.4. Fees charged

Rs.	Cent
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Date – 2026.01.19

Head of Public Authority/ Chief Executive Officer

Position/Signature

01. Every Public Authority must submit a copy of the Annual Report to the Commission before December 31st of the following year.

02. Furthermore, a copy of the Annual Report should be published on the official website of the Public Authority.