

**INDIAN AGRICULTURAL RESEARCH INSTITUTE
NEW DELHI-110 012**

No. sao(w)/rti/2008-09

Dated : 5th December, 2008

Sr. Admn. Officer (RTI)

AAO (RTI)
NC
18/12

In Naib
18/12-08

Sub: Information under section 4, sub-section 1 (b) of RTI Act, 2005 – request reg.

Kindly refer to your letter No. 1-11/2008-RTI/Sec. 4.1(b) VI dated 27.6.2008 and subsequent reminder dated 24.11.2008.


The requisite information for uploading the same on website as required under section 4.1(b) is given hereunder :

No.	Information required	Information furnished
(iv)	The norms set by it for the discharge of its functions	The work of maintenance and construction at IARI and its regional station is being done through Works Section and Maintenance and Engineering Unit through Assistant Administrative Officer under the supervision of Senior Admn. Officer. The pre-deposit works are being handled by Works section and petty repair and maintenance works at vulnerable areas are being done by Maintenance and Engineering Unit (Civil/Electrical wings). The files are routed to competent authority (i.e. Director, IARI) through Chief Administrative Officer.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The works are being executed as per norms of C.P.W.D. and ICAR guidelines. The manual and DSR of CPWD are being referred for preparing the estimates for various works. The quotations/tenders for execution of various works are being published in leading newspapers and are also displayed on IARI Website for wider publicity. The tender documents are

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		prepared on the pattern of CPWD.
(vi)	A statement of the categories of documents that are held by it or under its control	As such no specific categories of documents have been drafted or held except the manuals and DSR prescribed by CPWD
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	No specific details in respect of the information available in Works and Maintenance and Engineering Unit is being held by both the sections.

Yours faithfully,


(S. K. Gajmoti)
Senior Admn. Officer