

**INDIAN AGRICULTURAL RESEARCH INSTITUTE
NEW DELHI-12**

No. 2-46/2007-RTI

Dated:13/02/2008

CIRCULAR

Attention is invited to this office circular No. 2-2/2005-IMC Dated 2/6/2006 (copy enclosed) through which all the designated PIOs/APIOs were requested to maintain the details of the processing of the applications as well as fee details under Right to Information Act in the prescribed formats of Quarterly/Annual Returns. In this context, it is further requested that all the designated Central Public Information Officers (CPIOs) shall strictly comply with the above said circular and send the hard copy of Quarterly/Annual Return in the prescribed format to RTI Section in the end of every quarter so that the same be compiled and forwarded to Council in time.

2. All the designated CPIOs are also requested to kindly refer to the RTI Act and judgments/decisions of the Central Information Commission (CIC) at web site <http://cic.gov.in> on regular basis so as to enable them to deal with the requests received for seeking information under the RTI Act efficiently and in the right perspective.

3. In respect of Section 4 of RTI Act, all the requisite information in connection with their respective Divisions should be displayed at the appropriate place in the Division. All Central Public Information Officers (CPIOs) may kindly ensure compliance in this regard.

This issues with the approval of Competent Authority.

(N. RAJA)
Sr. Admn. Officer (RTI)

Encl.: **as above**

Distribution:-

1. All Central Public Information Officers, IARI, New Delhi-12.
2. F.No. 2-2/2005-IMC(RTI).
3. Guard File.

INDIAN AGRICULTURAL RESEARCH INSTITUTE

NEW DELHI - 110012

No. 2-2/2005-IMC

Dated : 02-06-2006

CIRCULAR

The Government of India enacted the Right to Information Act, which received assent of the President on 15th June 2005 and came into force with immediate effect. Under the provisions given in Section 5(i) of the Act, requisite number of officers have been designated as Public Information Officer (PIO) and Assistant Public Information Officer (APIO). Under the Section 25 of the Act, the Central Information Commission (CIC) is required to prepare a report on the implementation of the Provisions of the Act, for which the ICAR has asked all Institutes to submit their quarterly report.

Now the Under Secretary (Admn.), ICAR has forwarded- a copy of CIC's letter No.14/3/2005-CIC dated 10.4.2006 for information guidance and necessary action. This letter contains a set of proformae which form the basis of submitting the quarterly/annual returns on the subject to the ICAR. Hence all PIOs and APIOs are requested to maintain the details of the processing of the applications received by them in these formats and forward it to IMC section at the end of every quarter of the email address imciari@rediffmail.com along with a signed hardcopy of the same. In addition, the details of the fees received by each PIO and APIO is also to be maintained. All this information is to be maintained by the concerned PIO or APIO himself/herself or by his/her personal staff.

(Sunita Sharma)
Admn. Officer (IMC)

Encl a/a

Distribution : All PIOs, APIOs (by Name)