



भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH कृषि भवन : नई दिल्ली KRISHI BHAVAN : NEW DELHI

F. No. 1(4)/2013 - CR(A)&RTI

Dated: March 1, 2013

CIRCULAR

Sub: Right to Information Act, 2005– RTI Request/Application & Appeal Management System (RTI-MIS) in r/o ICAR Hqrs.– reg.

It has been decided with the approval of the competent authority that in RTI matters, all the Central Public Information Officers / Appellate Authorities at ICAR Hqrs. may start working online immediately using the RTI Request/Application & Appeal Management System (RTI-MIS) at the website rti.gov.in. In this context, the account in respect of ICAR Hqrs. has been activated in RTI-MIS by the NIC. Passwords for operating the aforesaid system are being communicated separately to all concerned for further necessary action. However, in case the same is not received by 04.03.2013, the Section Officer, CR(A) & RTI Cell may please be contacted. He may also be contacted in case of any difficulty / further query. As advised by the NIC, all the CPIOs/AAs are requested that they may change their initial password immediately after first logon. It is requested that henceforth all the requests for information under RTI Act may positively be recorded in the aforesaid online system. A guideline for operating/ using the RTI-MIS (Online) is enclosed.

(K.N. CHOUDHARY) DEPUTY SECRERTARY (ADMN.) Tel. 23386978

Distribution:

- 1. All CPIOs / AAs at ICAR Hqrs.(As per list)
- 2. ISO, ARIC, ICAR for placing this Circular under RTI Act on the Council's website

Copy for information to:

Sr. PPS to Secretary (DARE) & DG, ICAR/ PPS to AS(DARE) & Secretary, ICAR/ PPS to AS&FA, DARE/ICAR/ PPS to Chairman, ASRB.

Procedure/ Guidelines for working online in RTI-MIS at website rti.gov.in

Sec. 1

Sec. 1.

Step I. Visit the website at <u>www.rti.gov.in</u>

Step II. Click on the RTI Requests Appeal Tracking System on the left hand side of the screen. The screen shows following four items

RTT-MISUSAGE Star.

Step III. Click on the Request and First Appeal Module for Public Authority

Step IV. The Login Interface appears. Select therein as indicated below the Ministry of Agriculture, then 'Department of Agricultural Research and Education' and then ICAR Hqrs.

Ministry of Agriculture	•
Department of Agricultural Research & Education	•
Indian Council of Agricultural Research (ICAR) Hors.	-
Central Public Information Officer	
Submit Reset	

Contd..... pg.2/-

- Step V. Under the <u>User name</u> select <u>CPIO / AA</u> as the case may be. Select your name and enter password (being communicated separately) for further processing on the system.
- Note: Passwords are also being communicated for the <u>Secretariat (Staff) of the CPIO</u> / <u>Secretariat (Staff) of the AA</u> which also appear under the <u>User name</u> as indicated above. The staff members attached with the CPIO / AA may do the registration/diary/despatch etc. of the RTI applications /requests /appeals on the RTI-MIS.