



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI

F. No.(Admn.) 1-10/2013 – CR(A)&RTI

Dated: March 14, 2014

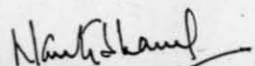
CIRCULAR

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 / First Appellate Authorities at ICAR Hqrs. may regularly check the portal using the RTI Request/Application & Appeal Management System (**RTI-MIS**) at the website [rti.gov.in](http://rti.gov.in) atleast once in a day to know whether any new RTI application has been received or not and take necessary action accordingly. The RTI applications received through dak/ physically by the applicant may be uploaded in online system immediately after receiving it by the CPIOs office. However, the reply of the physically received application may be sent through post and upload the information on aforesaid website. An user manual for lodging the request on RTI-MIS (Online) has already been sent to all the CPIOs/ FAAs through e-mail.

It is requested that henceforth all the requests for information under RTI Act may positively be recorded in the aforesaid online system. The information sought by the applicant may be replied/given within time limit as per RTI Act, 2005. In this regard, the Competent Authority has desired to submit fortnightly report for proper implementation of RTI Act, 2005. Therefore, it is requested that aforesaid report may please be submitted to the undersigned every fortnight for perusal of the Competent Authority.

✓ US / CPRO  
KSJ  
20/3/14

  
(Namrta Sharma)

Deputy Secretary (Admn.) & Nodal Officer (RTI)  
Tel. 011-23386087

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

Name of the CPIO & FAA Designation \_\_\_\_\_

RTI application/ appeal received during the period \_\_\_\_\_

Sl. No.	Applicant Name & Date of receipt of application	Application received (Physical/ Online)	Whether uploaded on website (in case of physical application) (if not – reasons thereof)	Date of disposal of application/ appeal	Whether information sent electronically (if not, reasons thereof)	Reply/ sent (if not, reasons thereof)	Remarks (if any)

(Name & Signature of CPIO/FAA)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_