



**भारतीय कृषि अनुसंधान परिषद  
कृषि भवन : नई दिल्ली**

मि.सं.(प्रशा.)1-6/2015-सी.आर. (ए) एवं आर.टी.आई

दिनांक: 05 मई, 2015

**पृष्ठांकन**

कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, भारत सरकार, नई दिल्ली ने सूचना का अधिकार अधिनियम, 2005 के तहत जनसूचना अधिकारियों/ प्रथम अपीलीय अधिकारियों द्वारा कमशः मुहैया करायी गयी सूचना तथा प्रथम अपील के लिए दिशानिर्देशों - की पुनरावृत्ति से संबंधित कार्यालय ज्ञापन दिनांक 17 फरवरी, 2015 जारी किया है। उपर्युक्त कार्यालय ज्ञापन को भारतीय कृषि अनुसंधान परिषद के वेबसाइट [www.icar.org.in](http://www.icar.org.in) पर जानकारी तथा कार्रवाई हेतु अपलोड कर दिया गया है।

21/5/15

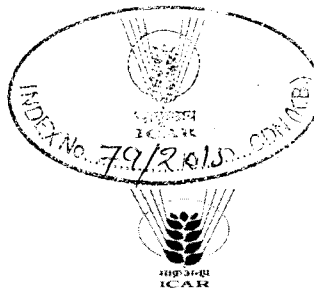
(सुपर्णा दासगुप्ता)

अवर सचिव (प्रशासन)

दूरभाष : 011-23386978

**वितरण:**

1. भारतीय अनुसंधान परिषद के सभी संस्थानों/ राष्ट्रीय अनुसंधान केन्द्रों/ परियोजना निदेशालयों/ क्षेत्रीय परियोजना निदेशालयों/ ब्यूरेक्स के जनसूचना अधिकारी/ प्रथम अपीलीय अधिकारी।
2. भारतीय कृषि अनुसंधान परिषद मुख्यालय के सभी केन्द्रीय जनसूचना अधिकारी/ प्रथम अपीलीय अधिकारी।
3. सचिव, डेयर एवं महानिदेशक, भा0कृ0अनु0प0 के वरिष्ठ प्रधान निजी सचिव/ अपर सचिव, डेयर एवं सचिव, भा0कृ0अनु0प0 के प्रधान निजी सचिव/ अपर सचिव एवं वित्त सलाहकार (डेयर / भा0कृ0अनु0प0) के प्रधान निजी सचिव/ चेयरमैन, कृ0वै0च0मं0 के प्रधान निजी सचिव।
4. भारतीय अनुसंधान परिषद के सहायक महानिदेशक (पी.आई.एम.)/ सहायक महानिदेशक (समन्वय)/ परियोजना निदेशक (डी.के.एम.ए.)।
5. भारतीय अनुसंधान परिषद के सभी अनुभाग (कृषि भवन/ कृषि अनुसंधान भवन - 1 एवं 2/ एन.ए.एस.सी. कम्प्लैक्स)।
6. एरिक, भारतीय अनुसंधान परिषद (इस पृष्ठांकन को परिषद के वेबसाइट पर अपलोड करने के लिए)।

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI****F.No.(Admn.)1-6/2015 – CR(A)&RTI****Dated : 05<sup>th</sup> May, 2015****ENDORSEMENT**

Ministry of Personnel, PG & Pensions, Department of Personnel & Training, Government of India, New Delhi has issued Office Memorandum dt. 17<sup>th</sup> February, 2015 regarding guidelines for Public Information Officers/First Appellate Authorities for supply of information and disposal of first appeal respectively – reiteration of. The above mentioned O.M. is being uploaded on the ICAR's Website [www.icar.org.in](http://www.icar.org.in) for information and necessary action.

*SD Dasg - pla*  
**(Suparna Dasgupta)**  
**Under Secretary (Admn.)**  
**Tel. 011-23386978**

**Distribution:**

1. CPIOs/ FAAs of ICAR Institutes/ NRCs/ PDs/ ZPDs/ Bureaux.
2. CPIOs/ FAAs of ICAR Hqrs.
3. Sr. PPS to Secretary (DARE) & DG, ICAR/ PPS to AS(DARE) & Secretary, ICAR/ PPS to AS&FA, DARE/ICAR/ PPS to Chairman, ASRB.
4. ADG(PIM)/ ADG(CDN)/ Proj. Dir.(DKMA), ICAR.
5. All Sections at ICAR Hqrs. at KB/ KAB-I/ KAB-II/ NASC Complex.
6. ARIC, ICAR for placing this circular under RTI Act on the Council's website.

F.No. 1/32/2013-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: the 17<sup>th</sup> February, 2015

**OFFICE MEMORANDUM**

**Subject: Guidelines for Public Information Officers/First Appellate Authorities for supply of information and disposal of first appeal respectively – reiteration of**

Section 26 of the RTI Act requires the Government to compile a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in the Act. Further, it requires the Government to update the guide at regular intervals. Accordingly a Guide on the Act was published online on 28.11.2013 to help all the stake-holders viz. information seekers in getting information, public information officers in dealing with the RTI applications, first appellate authorities in taking cogent decisions on appeals and the public authorities in implementing various provisions of the Act in right earnest.

2. The Public Information Officers/First Appellate Authorities should keep in mind the salient features of the guidelines in supply of information to the information seeker and disposal of first appeal respectively, so that information seekers may not resort to filing of second appeals before the Information Commissions. The relevant salient features of the guidelines are reiterated below for consideration of the Public Information Officers and First Appellate Authorities:

**Supply of Information by the Public Information Officer**

- 1) The answering Public Information Officer should check whether the information sought or a part thereof is exempt from disclosure under Section 8 or Section 9 of the Act. Request in respect of the part of

the application which is so exempt may be rejected and rest of the information should be provided immediately or after receipt of additional fees, as the case may be.

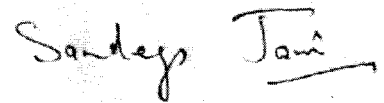
- 2) Where a request for information is rejected, the Public Information Officer should communicate to the person making the request:—
  - (i) the reasons for such rejection;
  - (ii) the period within which an appeal against such rejection may be preferred; and
  - (iii) the particulars of the authority to whom an appeal can be made.
  
- 3) If additional fee is required to be paid by the applicant as provided in the Fee and Cost Rules, the Public Information Officer should inform the applicant:
  - (i) the details of further fees required to be paid;
  - (ii) the calculations made to arrive at the amount of fees asked for;
  - (iii) the fact that the applicant has a right to make appeal about the amount of fees so demanded;
  - (iv) the particulars of the authority to whom such an appeal can be made; and
  - (v) the time limit within which the appeal can be made.
  
- 4) Though there is no hard and fast rule as to when exactly intimation about additional fees is to be given to the applicant, such intimation should be given soon after receipt of RTI application.

#### **Disposal of Appeal by the First Appellate Authority**

- 1) While disposing off first appeals, the first Appellate Authorities should act in a fair and judicious manner. It is very important that the order passed by the first appellate authority should be a detailed and speaking order, giving justification for the decision arrived at.
  
- 2) If an appellate authority while deciding an appeal comes to a conclusion that the appellant should be supplied information in



addition to what has been supplied by the Public Information Officer, he may either (i) pass an order directing the Public Information Officer to give such information to the appellant; or (ii) he himself may give information to the appellant. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant immediately. It would, however, be better if the appellate authority chooses the second course of action and he himself furnishes the information alongwith the order passed by him in the matter.



(Sandeep Jain)

Director

Tel: 23092755

1. All the Ministries / Departments of the Government of India.
2. Union Public Service Commission /Lok Sabha Sect/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission/ State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to: Chief Secretaries of all the States/UTs