

MOST IMMEDIATE
RTI MATTER
REMINDER

No. 35-20/2007-O&M/PG
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation
(O&M Unit)

Krishi Bhawan, New Delhi
Dated the 25th February, 2008

OFFICE MEMORANDUM

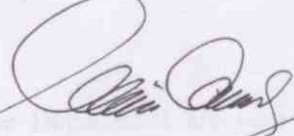
SUBJECT:- Furnishing of information for Annual Report of Central Information Commission under Right to information Act, 2005.

The undersigned is directed to draw attention to this Department's O.M. of even number dated 05.11.2007 (Copy enclosed) on the above mentioned subject wherein all the public authorities under the administrative control of the Department were requested to update their manuals regularly as published under Section 4(1)(b) of the Act and placed on the website. However, from the website of Department it appears that necessary changes/updation in the manuals/records have not been carried out.

The concerned authorities are, therefore, requested to kindly carry out necessary updation in their respective manuals/records placed on the website at the earliest and positively before 29.02.2008 so that the Central Information Commission may be informed of the status in time.

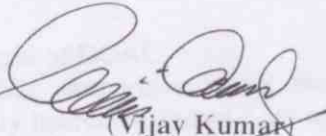
The concerned authorities are also requested to furnish the information in the Annual Return under RTI Act, 2005 well in time and accord **top priority** and ensure strict compliance of the above requirement.

Encl. As above.


(Vijay Kumar)
Senior Analyst(O&M)

1. Shri G.C. Pati, Joint Secretary and Appellate Officer
 2. Shri W.R. Reddy, Joint Secretary and Link Appellate Officer
 3. Shri P.K.Swain, Director and CPIO
 4. Shri Harish Prasad, Director and Link CPIO
 5. All the public authorities as per the list under the administrative control of DOAC
 6. All the concerned Joint Secretaries with the request that all the public authorities under the administrative control of the Divisions under their charge be suitably instructed and advised to strictly comply with these instructions.
- ✓ 7. Sr. Technical Director, NIC with the request to place the O.M. on the website of the Department - one leave.

SCAVK


(Vijay Kumar)
Senior Analyst(O&M)

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MOST IMMEDIATE
RTI MATTER

No. 35-20/2007-O&M/PG
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation
(O&M Unit)

S.No. 2(I)

Krishi Bhawan, New Delhi
Dated the 5th November, 2007

OFFICE MEMORANDUM

SUBJECT:- Furnishing of information for Annual Report of Central Information Commission under Right to information Act, 2005.

The undersigned is directed to refer to this Ministry's letter No.35-9/2006-O&M/PG (RTI/Part) dated 12.5.2006 (Copy enclosed) on the above subject. All the Public authorities under the administrative control of the Department of Agriculture and Co-operation were requested to furnish the information in the prescribed proformas to this unit within the scheduled time frame. The Central Information Commission(CIC) has revised the proformas (Copy enclosed) from the last year for providing information for its Annual Report.

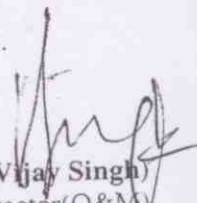
It is requested that information in the proformas already prescribed i.e. form I, II, IA, II A and III be furnished alongwith Annual Return in the revised proforma to O&M/PG Cell by the CPIOs/Appellate Authorities of every public authorities within the time schedule. Information in respect of all the Regional Public Authorities/Sub offices be compiled by their Headquarters and forwarded to the Department of Agriculture and Co-operation in a consolidated form by the 10th April of every year to enable the Department to compile and send to CIC / upload on the website of CIC well in time.

The requisite information may be e-mailed also to ompg-agri@nic.in.

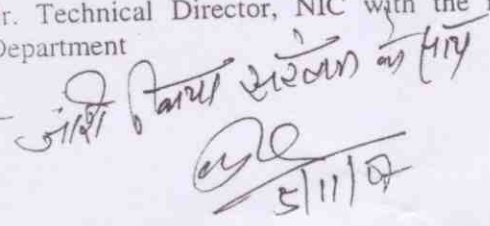
All the public authorities under the administrative control of the Department are also requested to regularly update their manuals as published under Section 4(1)(b) of the Act placed on the website. The changes so made be intimated on the website itself.

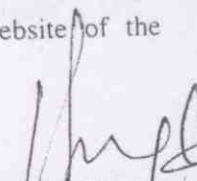
This may be accorded **TOP PRIORITY** and please be noted for strict compliance.

Encl. As above.


(Vijay Singh)
Director(O&M)

1. Shri G.C. Pati, Joint Secretary and Appellate Officer
2. Shri W.R. Reddy, Joint Secretary and Link Appellate Officer
3. Shri P.K.Swain, Director and CPIO
4. Shri Harish Prasad, Director and Link CPIO
5. All the public authorities as per the list under the administrative control of DOAC
6. All the Divisional Heads with the request that all the public authorities under the administrative control of the Divisions under their charge be suitably instructed and advised to strictly comply with these instructions.
7. Sr. Technical Director, NIC with the request to place the O.M. on the website of the Department


5/11/07


(Vijay Singh)
Director(O&M)