

No. 9-23/2011-Estt..
Government of India
Ministry of Agriculture
Department of Agricultural Research and Education

KrishiBhawan,
New Delhi
Dated the 20th July,2011

OFFICE MEMORANDUM

Subject:-Setting up of RTI Cell in the Department of Agricultural Research and Education-
Composition and functions - Regarding.

In order to strengthen the system of RTI implementation in the Department of Agricultural Research and Education, a RTI Cell has been set up. The RTI Cell shall act as a nodal point for all RTI implementation issues within the Department. The Cell is hosted in the Administration Division and is headed by Under Secretary (Estt.) under overall supervision of Deputy Secretary, DARE.

2. The RTI Cell will perform the following functions:

- i. The Cell will be a single reference point to receive applications, appeals, complaints and decisions of the Central Information Commission;
- ii. The Cell will ensure uploading of all applications and appeals received by it on the RTI-MIS;
- iii. All replies to RTI requests and appeals will be despatched by R&I Section through the RTI Cell. This will include letters for deposit of additional fee;
- iv. The Cell will segregate applications and appeals pertaining to life and liberty and forward the same to the concerned CPIO without delay so that they can be responded to within the time frame specified in the Act;
- v. The Cell will transfer applications not pertaining to this Department to the Concerned public authority;
- vi. Coordination for the Department regarding.
 - Proactive disclosures under section 4.
 - Systemic changes that can be introduced to reduce the number of queries on a particular area/process;

- Maintaining lists of CPIOs, and link officers;
- Annual Report of the CIC

vii. Preparation of periodic monitoring reports regarding disposal of RTI requests/Appeals and compliance of CIC instructions.

3. All concerned are requested to provide necessary cooperation to the RTI Cell in discharge of its functions.

(A.Prabhakaran)

Deputy Secretary to the Government of India

All CPIOs/Officer, DARE

Copy to: 1. All Appellate Authorities/Officers/Sections of , DARE
2. Deptt. of Personnel & Training,(Kind Att. ShriK.G.Verma, Director), North Block,
New Delhi w.r.t. their OM No.1/12/2010-IR dated 19.05.2011

Copy for information to :

1. Secretary , DARE &DG, ICAR
2. Addl. Secretary, DARE & Secretary, ICAR
3. AS&FA, DARE