

Most Immediate

No.2/3/2009-ICT
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

Krishi Bhavan, New Delhi
Dated 29th April, 2009

OFFICE MEMORANDUM

Subject: Arrangements made in the Department of Food & Public Distribution, Krishi Bhavan, New Delhi to receive application under Right to Information Act, 2005

1. The undersigned is directed to say that the procedure of deputing CAPIOs at Facilitation Centre has been reviewed and it has now been decided that the Assistant Incharge at the Facilitation Centre near Reception at Gate no. 6 of Krishi Bhawan will be responsible for marking the RTI Requests received, to the concerned CPIOs/ Appellate Authorities from now onwards after consulting the Manual and in case of any doubt he or she can consult the Under Secretary/Deputy Secretary/Director of the concerned Division. In case required, US (ICT) may also be consulted.
2. The Manual regarding work allocation of all officers & Sections is available at the website of the Department. A Hard Copy of the same will also be made available at Facilitation Centre.
3. The Assistant on duty at the Facilitation Center, will receive the application alongwith the requisite fees in prescribed manner only and pass it on under acknowledgment to the concerned CPIO immediately on receipt of the request, after entering it in the Diary Register. He /She shall also check the "Drop Box for RTI matters" kept at the Facilitation Center for receipts, if any, and pass on the same, immediately to the concerned CPIO, after entering in the Diary Register.

(B.B. Sharma)
Under Secretary to the Govt. of India
Tel. No.23383046

To

1. All CAPIOs.
2. All Appellate Authority and CPIOs.
3. PS to Secy. (F&PD)
4. Mrs. Meena, Assistant at Facilitation Centre, Near Reception at Gate No. 6, Krishi

Also to be pasted on :-

1. Department's Notice Board at Gate No. 6.
2. Facilitation Center Notice Board.
3. Website.