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भारत सरकार
GOVT OF INDIA
कृषि मन्त्रालय
MINISTRY OF AGRICULTURE
कृषि एवं सहकारिता विभाग

DEPARTMENT OF AGRICULTURE AND COOPERATION

उत्तर पूर्वी क्षेत्र कृषि प्रशिक्षण एवं परीक्षण संस्थान
NORTH EASTERN REGION FARM MACHINERY TRAINING & TESTING INSTITUTE
विश्वनाथचारिआलि, जिला-शोणितपुर (असम)
BISWANATH CHARIALI :: SONITPUR:: ASSAM, PIN - 784 176

No.17-1/2013-RTI - 245

Dated: 24th June, 2014

To

Shri Maniram Sharma
Behind Roadways Depot,
Sardarshar
Dist - Churu Raj
PIN- 331403

Sub:- Information sought by Shri Maniram Sharma under RTI Act, 2005.

Dear Sir,

This is in reference to your application dated 15.02.2015 which is forwarded by Under Secretary - M&T (Admn.), Ministry of Agriculture, Krishi Bhawan, New Delhi vide letter No.9-14/2014 -M&T (Admn.), dated 31.03.2014 under section 6(3) of RTI Act, 2005. In this regard, the point wise information in respect of this Institute is furnished as under:-

SL. No.	Particulars	Position of compliance as on date
1	All public Authorities shall proactively DISCLOSE RTI APPLICATIONS AND APPEALS RECEIVED AND THEIR RESPONSES, on the websites maintained by Public Authorities with search based on key words	Being done
2	Ensure that websites disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and USER - FRIENDLY MANNER.	Being done
3	ORDERS of the public authority SHOULD BE UPLOADED ON THE WEBSITE IMMEDIATELY after they have been issued	Being done
4	Websites should have detailed directory of key contacts, details of officials of the public Authority	Monthly uploaded
5	Information must be presented form a users perspectives, which may require re-arranging it, simplifying it etc.	Noted for compliance
6	Every public authority must Endeavour to integrate the information mentioned in these sub -clauses while preparing voluntary disclosure materials.	-do-
7	All Government officers have to follow laid down office procedure manual or the other rules which gives details of how representations , petitions and applications from citizens must be dealt with	do
8	The challenge is to resent a simplified version of the decision - making procedure that is of interest to a common citizen.	do
9	In the event of a public authority altering an existing decision -making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.	Have not come across
10	Laying down individual responsibility for providing the goods and services (WHO IS RESPONSIBLE FOR DELIVERY/IMPLEMENTATION AND WHO IS RESPONSIBLE FOR SUPERVISION)	CPIO
11	Data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records/files/information that are exempted under Section 8.	Noted

2	The Action Taken Report on the compliance of these guidelines should be sent, along with the URL link, to the DOPT and Central Information Commission soon after the expiry of the initial period of 6 months.	Noted
13	Proactive disclosure should be done in local language so that it remains accessible to public.	Noted
14	All discretionary/non-discretionary grants /allocations to state governments/NGOs/Other Institutions by Ministry/Department should be placed on the websites of the Ministry /Department concerned.	Noted
15	Website should contain all the relevant Acts, Rules, forms and other documents which are normally accessed by citizens.	Being uploaded
16	Information must be presented from a users perspective, which may require –re –arranging it, simplifying it etc.	Noted
17	The exceptional circumstances when such standard decision-making processes may be overridden and by whom, should also be explained clearly.	Noted
18	Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, are good examples of vehicles created for laying down norms of performances for major functions and for monitoring achievements against those standards.	Being uploaded
19	Funds released to various autonomous organizations/statutory organizations/attached offices / Public Sector Enterprises/Societies /NGOs/ Corporations etc. should be put on the websites on quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department.	Noted
20	Every public authority must endeavor to integrate the information mentioned in these sub –clauses while preparing voluntary disclosure materials. The challenge is to present a simplified version of the decision –making procedure that is interest to a common citizen.	Noted
21	Decision –making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy	Being uploaded
22	Funds released to various autonomous organizations/statutory organizations/attached offices / Public Sector Enterprises/Societies /NGOs/ Corporations etc. should be put on the websites on a quarterly basis and budgets of such authorities may	Noted

23, Please provide copies of all URLs regarding compliance with above guidelines: **Not applicable**

24. Name of the official responsible for compliance with above guidelines: **SHRI SANJAY KUMAR**

25 Copy of tentative programme for compliance with above guidelines: **N.A.**

Yours faithfully

(SANJAY KUMAR)
Agril. Engineer & CPIO

Name, Designation & Address of Appellate Authority

Shri M.K. Vishwakarma, Director
North Eastern Region Farm Machinery Training &
Testing Institute, BiswanathChariali,
Dist. Sonitpur, Assam, Pin-784176
Tel. No. 03715 – 222094, Fax No. 03715 - 230358

Copy for information and necessary action to :-

1. Mr. B.B.Bhagat, Under Secretary & CPIO, Govt. India, Ministry of Agriculture, Dept. of Agriculture & Cooperation, Krishi Bhawan, New Delhi - 110001.

(SANJAY KUMAR)
Agril. Engineer & CPIO