

ICAR Research Complex for Eastern Region
(Indian Council of Agricultural Research)
ICAR Parisar, P. O. Bihar Veterinary College
Patna - 800 014

How to apply seeking information under RTI Act 2005:

1. Application seeking information should be addressed to Chief Public Information Officer.
2. In the address of the Applicant, PIN Code should be provided, else the reply will be sent through ordinary post.
3. Application fee/ any additional fee should be paid through IPO, DD etc as provided under the RTI Act and should be made payable to “ICAR Unit ICAR-RCER Patna”
4. Application format is provided for guidance

MODEL FORM OF APPLICATION

U/S 6(1) OF RIGHT TO INFORMATION ACT, 2005,

FOR SEEKING INFORMATION

To, _____

(name and designation)

Public Information Officer

ICAR Research Complex for Eastern Region

Patna-800014

PART – I

- 1. Name of the applicant
- 2. Present address
-Pin Code
- 3. Telephone number
- 4. E-mail
- 5. Residential status
- 6. Designation & Division
- (If ICAR-RCER employee)

PART- II

7. (i) Specify the particulars of the information sought (a separate sheet may be attached, if necessary)

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(ii) Whether the information sought for is required to be supplied:

(a) In printed form

(b) In diskette or floppy

(iii) Whether inspection of records also sought

(iv) Period for which information asked for

(iv) Whether application fee of Rs. 10/- (Rupees Ten only) paid and, if so, please specify mode of payment

(a) Please give details of the demand draft/Banker's cheque/IPO enclosed

(b) In case of cash payment, please enclose original receipt

(No fee is required to be paid if the requester belongs to 'below poverty line' category for which proof should be furnished).

8. Mode of delivery expected (ordinary post, speed post, by courier, by hand, through internet or e-mail, by fax etc.). Additional fee maybe charged to cover the cost of delivery.

9. The information can be furnished within 30 days as prescribed under Section 6 (1)/ the information sought for concerns my life and liberty, therefore the information may be furnished to me within 48 hours (Please delete the inapplicable portion).

DECLARATION OF THE APPLICANT

10. (i) I am a bona fide citizen of India and owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship of another country.

(ii) The information given by me in this form is true and I am solely responsible for its accuracy.

Place:

Date:

(Signature of the applicant)

Enclosure:

- 1. _____
- 2. _____
- 3. _____

**Model Form of
Appeal to the Appellate Authority
(Under Section 19 of the Right to Information Act 2005)**

Date: _____

To, _____

(name and designation)
Public Information Officer
ICAR Research Complex for Eastern Region
Patna-800014

S. No	Items	Details
1.	Date of submission of the request for information (copy of the request to be attached)	
2.	Date of reply, if any, received from Central Public Information Officer (copy of the reply to be attached)	
3.	Particulars of CPIO & Address	
4.	Brief facts leading to appeal	
	i) No response	Yes/No
	ii) Incomplete response	Yes/No
	iii) Aggrieved by the response	Yes/No
5.	Reasons, if any, for appeal being filed after prescribed period of 30 days from the date of receipt of reply from the above CPIO	
6.	The relief sought (attach separate sheet, if required)	
7.	Particulars of the applicant/appellant	
	i) Name	
	ii) Address (Res.)	
	iii) Phone Number	
	iv) Address (Off.) with Phone Number (If IASRI employee)	

Signature of the Applicant/Appellant

Model Form for
Second Appeal under Section 19(3) of the Right to Information Act, 2005
Before the Honourable Central Information Commission

S. No	Items	Details
1.	Name and Address of the Appellant	
2.	I) a) Name & Address of the Public Information Officer against the decision of whom the appeal is preferred	Public Information Officer ICAR Research Complex for Eastern Region Patna-800014
	b) Date of Application	
	c) Date of Reply from PIO	
	(II) a) Name & Address of First Appellate Authority	Director, ICAR-RCER, ICAR Parisar, PO-BVC, Patna-800014
	b) Date of First Appeal	
	c) Date of Order of First Appellate Authority	
3.	Particulars of the order including number, if any, against which the appeal is preferred:	
4.	Brief facts leading to the appeal	
5.	Prayers or Relief Sought	
6.	Grounds for Prayer or Relief	
7.	Particulars of information	
	(i) Nature and subject matter of the information required :	
	ii) Name of the office or Department to which the information relates :	
8.	True copies of the following documents are enclosed	

Date

Signature of the Applicant/Appellant