

  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI

F.No.(Admn.)1-9/2017 – CR(A)&amp;RTI

Dated : 11<sup>th</sup> September, 2017

To,

The Directors/ Nodal Officers/ Transparency Officers of all ICAR  
Institutes/NRCs/ ATARIs.

**Subject :** Preparation of Quarterly/ Annual Report under Right to  
Information Act, 2005 – enrollment of ICAR and its constituent  
units on CIC's online portal -reg.- reg.

Sir/Madam,

I am to draw your kind attention towards submission of Quarterly/ Annual returns to the Central Information Commission under the provisions of Right to Information Act, 2005. In this context, it is informed that CIC has launched a new portal for uploading quarterly returns on their website [cic.gov.in](http://cic.gov.in). All the Public Authorities/ Institutes under DARE/ ICAR are required to be registered on the said website. Therefore, it is requested that Nodal Officer (RTI) of your Institute/ Public Authority may be directed to register the details on the aforesaid website.

The steps for registering the Public Authorities/ Institutes on CIC website are given as under:-

1. Open the website [cic.gov.in/](http://cic.gov.in/)
2. Click on **Public Authorities**
3. Select **Submit Quarterly Return (2017 – 18)** – A dialogue box for login will appear on the screen.
4. Select Public Authority and click on **Register Public Authority** - Registration form of Public Authority will appear on the screen.
5. Select Ministry/ Independent Department (**Ministry of Agriculture**), Department (**Department of Agricultural Research & Education**) and your Public Authority (**Institute Name**)
6. Fill in the desired details in the form and generate Password and **Submit**.
7. Then submit the quarterly/ annual return(s) of your Institute as per the schedule.

In case, there is any difficulty in registering your Institute/ Public Authority on the CIC's website, CR(A)&RTI Cell may please be contacted at telephone No.011 – 23046551. You may also contact Shri Rajiv Kumar Shah at CIC on his mobile No.09313037575.

Yours faithfully,

  
(Ravi Chauhan)

Under Secretary (Admn.) &amp; Nodal Officer (RTI)

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