

## **CIRCULAR**

### **Sub:-Implementation of provisions of Right to Information Act,2005-reg**

All applications pertaining to the Institute of Forest Genetics & Tree Breeding (IFGTB), Coimbatore under the provisions of Right to Information Act, 2005 will be accepted at Room No.333 in the IFGTB building with immediate effect. For this purpose, Dr.S.Murugesan, Scientist-G, IFGTB, Coimbatore will be available in Room No.333 from 9.00 AM to 5.30 PM.

Applications in the prescribed format(Annexure-I) shall be submitted in duplicate along with the application fee of Rs.10/- per application in Cash/DD/Bankers cheque drawn in favour of Director, IFGTB payable at Coimbatore. Dr.S.Murugesan, Scientist-G, shall give acknowledgement of the receipt of the application on one of copies.

Fees for providing information under the Act is as below:

- a) Rs.2/-(Rupees two) only for each page( in A4 or A3 size paper) created or copied.
- b) actual charge or cost price of a copy in large sized paper
- c) actual charge or price for samples or models
- d) for inspection of records, no fee for the first hour; and a fee of Rupees five (Rs.5/-) for each subsequent hour (or fraction thereof)
- e) Rupees fifty(Rs.50/-) per diskette or floppy for information provided in diskette or floppy; and
- f) Rupees two (Rs.2/-) per page of photocopy for extracts from the publication, or price fixed for such publication.

All applications so received in this regard shall be entered in a register, a specimen of which is enclosed as Annexure-II, and presented to Dr.S.Murugesan, Scientist G, IFGTB who has been designated as Public Information Officer under the Right to Information Act, 2005 vide Secretary, ICFRE Letter No.CTRI/19-7/2005 dt.21st October, 2005.

Public Information Officer shall dispose off the applications by furnishing information in an appropriate manner after obtaining approval from the Director of the Institute. During the absence of Director on tour, the applications, if any, shall be presented on his return from tour.

In the event, applicant is not satisfied with the way the information is furnished; he/she can approach Shri. R.S.Prashanth IFS, Director of the Institute who has been designated as the Appellate Authority under the Act.

Smt. S.Manjula, Private Secretary attached with the Group Co-ordinator (Research) will assist Dr.S.Murugesan, Scientist-G, in the clerical, typing and other related works.

Right to Information Act, 2005, information Handbook under Right to Information Act, 2005 and frequently asked questions, which is available in downloadable form at web site of [www.persmin.nic](http://www.persmin.nic) may be gone through by all concerned.

Director  
Institute of Forest Genetics & Tree Breeding Coimbatore

## Application Form under Right to Information Act, 2005

(To be filled in duplicate by the applicant for submission to Dr.S.Murugesan, Scientist-G,  
Room No.333,IFGTB, Coimbatore)

**(Separate form to be filled up for each query)**

1(a)	Name and address of the applicant	
(b)	E-mail address	
2.	Date of submission of application	
3.	Subject matter	
4.	Details of information requested	
5.	Period to which the information relates (Maximum period in each application should not exceed three years)	
6.	Fee enclosed (in cash / DD / Banker's cheque)	
7.	Due dates by which information is to be furnished (30 days from submission of application)	
8.	How the applicant would like his information to be sent (a) By post (b) To be collected by hand (c) By e-mail (d) By fax	