



भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

महोदय/ महोदया

भारतीय कृषि अनुसंधान परिषद के पत्र संख्या1-3/2023.....सी.आर. एवं
आर.टी.आई. प्रकोष्ठ दिनांक21/08/2025..... आपके अवलोकन एवं कार्यवाही हेतु
अग्रेषित किया जा रहा है ।

सादर

21/8/2025

अनुभाग अधिकारी

सी.आर. एवं आर. टी. आई. प्रकोष्ठ



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No.(Admn.) 1-3/2023-CR(A) & RTI

Dated 21st August, 2025

CIRCULAR

Subject: Ensuring Complete Uploading of Responses for RTI Applications and First Appeals -reg.

All CPIOs and FAAs are hereby informed of an important update regarding the RTI filing process, following the recent integration of the Second Appeal filing portal (<https://dsscic.nic.in/online-appeal-application/onlineappealapplication>) with the RTI filing portal (<https://rtionline.gov.in>). This integration allows for automatic fetching of RTI Application and First Appeal details when filing a Second Appeal.

It has come to the Commission's attention that in some instances, CPIOs, while submitting their responses on the RTI Online Portal, have entered only brief remarks such as "Reply is attached" or "Reply has been given," without uploading the corresponding documents. A similar issue has been observed with First Appellate Authorities (FAAs), who have occasionally failed to upload their orders or related documents.

In view of the above, **CIC has directed all CPIOs and FAAs to ensure that:**

1. **Complete and relevant documents** are uploaded alongside the responses when submitting information on the RTI Online Portal.
2. **Detailed responses** should be provided, along with any necessary attachments, to avoid incomplete submissions.
3. **Orders by FAAs** must also be uploaded in their entirety to facilitate the processing of Second Appeals.

This step is crucial for the smooth functioning of the RTI process and will ensure that the integration of both portals remains seamless. By adhering to these guidelines, you will help in the efficient and accurate processing of Second Appeals by the Commission.

For any queries or assistance, please contact CR(A) & RTI Cell, ICAR Hqrs.

(Dr. K.P. Singh)

**Principal Scientist (ICT) &
Nodal Officer, RTI, ICAR Hqrs.**

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To

All the Director/Project Director of ICAR Institutes (Through E-Office noticeboard /ICAR Website).