

**NAMES AND ADDRESS OF PUBLIC INFORMATION OFFICERS AND
APPELLATE AUTHORITY UNDER THE RIGHT TO INFORMATION ACT
2005 IN IFGTB**

Appellate Authority		Public Information Officer	
Name	Dr. C. Kunhikannan	Name	Dr. R. Yasodha
Gender	Male	Gender	Female
Designation	Director	Designation	Group Co-ordinator (Research)
Address	IFGTB, Coimbatore Pin:641002	Address	IFGTB, Coimbatore Pin:641002
Phone Number	STD Code : 0422 Phone No : 2484101	Phone Number	STD Code : 0422 Phone No : 2484114
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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.230 in the IFGTB building with immediate effect. For this purpose, Dr. R.Yasodha, Group Co-ordinator (Research), IFGTB, Coimbatore will be available in Room No.230 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. R. Yasodha, Group Co-ordinator (Research)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 Dr. R.Yasodha, Group Co-ordinator (Research), IFGTB who has been designated as Public Information Officer under the Right to Information Act, 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 Dr. C. Kunhikannan, Director of the Institute who has been designated as the Appellate Authority under the Act.

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 may be gone through by all concerned.



Director
Institute of Forest Genetics & Tree Breeding Coimbatore

Application Form under Right to Information Act, 2005

Institute of Forest Genetics & Tree Breeding
P.No.1061, R.S.Puram
Coimbatore – 641002

(To be filled in duplicate by the applicant for submission to Dr. R.Yasodha, Public Information Officer & Group Co-Ordinator (Research), Room No.230, 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	