



परमाणु ऊर्जा शिक्षण संस्था
(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

ATOMIC ENERGY EDUCATION SOCIETY
(An autonomous body under Department of Atomic Energy, Govt. of India)

AEES/7(3)/Vig/2011/ 3798

12/09/2011

OFFICE MEMORANDUM

**Sub : Effective Implementation of Right to Information Act, 2005 –
Setting up of RTI Cells.**

Department of Personnel & Training vide their OM No. 1/12/2010-IR dated 19th May, 2011 has issued instructions to all the Ministries/Departments to set up a RTI Cell to strengthen the system of RTI implementation. Accordingly, a RTI Cell is constituted in AEES as under :

1. Chief Administrative Officer,	In-Charge
2. Administrative Officer -III	Member
3. Principal & HAU	Member
4. Principal, AEJC	Member
5. AAO(R&V),AEES	Member
6. Smt. Sandhya Ambre, LDC, Vigilance Section	Member

The RTI Cell will perform the following functions:

1. The Cell will receive RTI applications/appeals/decisions of the Central Information Commission (CIC) and route them to CPIO/AA;
2. The Cell will dispatch replies to all RTI requests and appeals including the letters requiring the applicants to deposit additional fees;
3. The Cell will transfer the applications not pertaining to AEES to the concerned Public Authority;
4. The Cell will maintain list of Appellate Authority, PIOs and their link officers; and
5. The Cell will co-ordinate the work relating to proactive disclosure, periodic monitoring reports regarding disposal of RTI requests/Appeals and compliance of the instructions of Central Information Commission etc.

All concerned are requested to provide necessary co-operation to the RTI Cell in discharge of its functions.

(KULWANT SINGH)

**Secretary & Appellate Authority
under Right to Information Act, 2005**

To,
All the Members of RTI Cell

Copy to :

1. Shri A Sukumaran, Under Secretary, } With reference to DAE's letter dated
SCS, DAE, Mumbai } 05/07/2011 & 03/08/2011
2. All APIOs of AEES
3. Group Leader, } The constitution of RTI Cell in AEES and other
Data Management Cell, AEES } relevant details may be incorporated in the
AEES website.

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