

## CHAPTER 1

### Introduction

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the C.C.S National Institute of Animal Health, Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry Dairying and Fisheries, Government of India, Baghpat, Uttar Pradesh has brought out this handbook for information and guidance of the general public.

The purpose of this handbook is to inform the general public about the Institute's organizational set-up, functions and duties of its officers and employees, records and documents available in the C.C.S National Institute of Animal Health.

This handbook is aimed at the public in general and users of the services provided and work carried by C.C.S National Institute of Animal Health.

The C.C.S National Institute of Animal Health has designated officers listed in Chapter 13 as its Public Information Officer for all matters concerning the Department. A person requiring any additional information may contact him. His particulars are available on the Department's website [www.ccsniah.gov.in](http://www.ccsniah.gov.in).

The website of the institute is [www.ccsniah.gov.in](http://www.ccsniah.gov.in) provides information about the functioning of the institute to the general public. In addition, information about the activities of the institute has also been made available through various documents. These documents are available to the general public on the website.

In accordance with the Right to Information (Regulation of Fee and Cost) Rules, 2005, as amended from time to time, the fees will be as under:

(a) Accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Pay & Accounts Officer (Extension), Department of Agriculture cooperation, Shastri Bhawan, New Delhi.

(b) For providing information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to the Pay & Accounts Officer (Extension), Department of Agriculture cooperation, Shastri Bhawan, New Delhi. at the following rates:

I. rupees two for each page (in A-4 or A-3 size paper) created or copied

i) actual charge or cost

ii) price of a copy in larger size paper;

iii) actual cost or price for samples or models; and

iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

(a) For providing information under sub-section (5) of section 7 of the RTI Act, the request shall be charged by way of postal order, cash against proper receipt or by demand draft or bankers cheque payable to the Pay & Accounts Office (Extension), Department of Agriculture cooperation, Shastri Bhawan, New Delhi.

(b) at the following rates :

i) For information provided in diskette or floppy, rupees fifty per diskette or floppy;

ii) For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

Cash payment of fee is to be made to the RTI Assistant, RTI Section, C.C.S National Institute of Animal Health Baghpat.