



सत्यमेव जयते

Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu

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No. DSHJ-ESTT0GAZ/1/2022/15134-45

Dated: 27.12.2023

Copy of Circular issued under endorsement No. ASHF-RTI/31/2023(7358552) dated 21.12.2023 issued by the Agriculture Production Department regarding "Effective Implementation of RTI Act, 2005" forwarded to the: -

1. Joint Director (Extension/Farms) (1st Appellant Authority), Sheep Husbandry Department Jammu.
2. District Sheep Husbandry Officer (Central Public Information Officer) Jammu/Samba/Kathua/Poonch/Rajouri/Reasi/Udhampur/Ramban/Doda/Kishtwar.

--- for information and adherence to the circular instructions in letter and spirit.

(Dr. Surinder Gupta),
Deputy Director (Central).

27.12.23



**Government of Jammu and Kashmir
Agriculture Production Department
(Animal/Sheep Husbandry & Fisheries)
Civil Secretariat, Jammu/Kashmir**

Circular

Subject: Effective Implementation of RTI Act, 2005.

The Right to Information Act, 2005, plays a pivotal role in promoting transparency and accountability in the working of the Government. The act envisages building better - Informed citizens who would keep necessary vigil about the functioning of the Government machinery.

The Agriculture Production Department (J&K) has always committed for bringing transparency & accountability and to uphold these principles, it is imperative that all line departments ensure the effective implementation of the RTI Act in their respective sectors.

In order to streamline the processes and enhance the accessibility of information, the following instructions are reiterated to be adhered to by all line departments in letter & spirit to ensure the effective implementation of the RTI Act:

1. Designate Public Information Officers (PIOs):

- Appoint and designate competent officers as Public Information Officers (PIOs) at the earliest.
- Clearly display the details of the PIOs, including their names, designations, and contact information, on the department's website and office premises.

2. RTI Filing Procedures:

- Establish a user-friendly mechanism for filing RTI applications, both online and offline.
- Ensure that the prescribed formats are made available to the public and that assistance is provided, if necessary, to facilitate the filing of applications.

3. Timely Response and Disclosure:

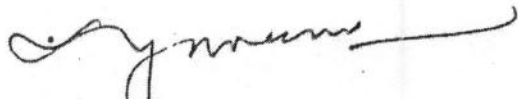
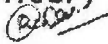
- Adhere strictly to the timelines prescribed in the RTI Act for responding to RTI application.

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- Ensure the timely disclosure of information that is in the public interest, even without the filing of RTI applications.

4. Training and Capacity Building:

- Conduct regular training sessions for PIOs and other concerned officials to enhance their understanding of the RTI Act and its implications.


Ry (Riyaz Ahmad Wani), JKAS
Special Secretary to the Government,
(Central Public Information Officer)


No. ASHF-RTI/31/2023(7358552)

Dated: 21.12.2023

**Copy to All the CPIOs of Directorate of Agriculture Production
Department for compliance.**