



सं / REGN NO: INSTM/R/2016/00005

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

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दिनांक / Date: 30th May, 2016

To

Shri Rajnish Kumar Rai
House No. 902
Sector-6, R.K. Puram
New Delhi-110022

Subject : Information sought under RTI Act, 2005

Sir,

Please refer to your RTI application received on 5th May, 2016.

2. The requisite information sought by the applicant is not maintained in the format required by applicant. You are invited to inspect the records maintained in ISTM, by paying requisite fee, as applicable, on any working days on prior intimation to Deputy Director(Coord.) ISTM Tel. 26185314.

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Shri Satyajit Mishra, Joint Director, ISTM, Room No. 106, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email satyajit.mishra@nic.in within 30 days of the receipt of this information.

Yours faithfully

एच. गोविंद

(H. Govind)

Deputy Director & CPIO

E.Mail: govind.h13@nic.in