



भारतीय मसाला फसल अनुसंधान संस्थान, कालिकट - ६७३ ०१२, केरल, भारत

**INDIAN INSTITUTE OF SPICES RESEARCH**

(Indian Council of Agricultural Research)

Post Bag No: 1701, Marikunnu Post, Calicut - 673 012, Kerala, India



No.F.9(346)/2005-Estt.

Dated the 14<sup>th</sup> August, 2013

**OFFICE ORDER**

In supersession of this Office Order of even no. dated 23/03/2011, the undersigned is pleased to designate Mr. K V Pillai, Administrative Officer and Head of Office as "Transparency Officer" in respect of this Institute. The principal tasks of the "Transparency Officer" shall be :

1. To oversee the implementation of the Section 4 of RTI Act, 2005, obligation by IISR and to appraise the top management of its progress.
2. To provide interface for the C.I.C. Regarding the progress of (1) above.
3. To help promote congenial conditions for positive and timely response to RTI requests by CPIOs, deemed CPIOs.
4. To be a contact point for the public in all RTI related matters.
5. To submit the RTI Quarterly Returns / Annual Reports online at CIC's website in time.

OFFICIAL ADDRESS	TELEPHONE NO. / FAX NO.
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(M Anandaraj)  
Director

**Distribution to :**

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5. Mr. K V Pillai, Administrative Officer, IISR, Calicut
6. All Heads of Divisions, IISR, Calicut
7. AFAO/AAO/PIO/APIO/PS to Director, IISR, Calicut
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