

# The Right to Information Act 2005

निाय/NIAP  
आपरी नं./Dy. No. 255  
दिनांक/Date: 27-5-16

To: **Public Information Officer,  
NIAP, Pusa, New Delhi-110012**

1. FULL NAME OF APPLICANT : Sonia Chauhan
2. ADDRESS : NIAP, Pusa, New Delhi

Particulars of attested information required : Under The RTI Act 2005

**Subject matter of information:**

1. Please provide the soft copy of the attendance record of bio-matrix of all permanent NIAP employees for last two years.
2. The record of the reasons for absence from the duty i.e leave/tour/training of NIAP permanent employees for the last two years. (Approved copy of leave/tour/training etc. reason may be enclosed)
3. Name and designation of the employees granted supple timings of duty in NIAP.
4. Copy of the rule and office order for granting supple hours office duty to some of the employees of NIAP.
5. Detailed mandate and Function of the Monthly Staff Meeting constituted at NIAP.
6. Copy of the proceedings of the Monthly Staff Meeting for the last three years.

May 20  
JA-300  
E-306  
Training -

I am submitting the postal order of Rs. 10/- for fee under this act with following details:

Postal Order No. 32F 246748 date 246748 .

Place : New Delhi

Date : 26/05/2016

*Sonia Chauhan*  
26/5/16  
Signature of the applicant

Put up to Director for  
her kind information  
*Ramesh*  
26/5/16

*Seen*

*A/O for n.a.*  
*26/5/16*  
*26/5/16*  
*26/5/16*