## **Register of Information Requests**

## **RTI-03**

National Aquatic Resources Research and Development Agency (NARA)

Right to Information Act No. 12 of 2016

This register is maintained to track all information requests received under the RTI Act.

Reg. No.	Date	Name & Address of Requestor	Contact No.	Type of Information	Date of Receipt Letter	Date of Decision Letter	Fee (Rs.)	Date Information Provided	RTI-05 Date (if denied)	Manner Provided

## Instructions:

- · Record all RTI requests in chronological order
- · Assign unique registration numbers
- · Update decision dates and outcomes promptly
- Maintain confidentiality of requestor information
- · Archive completed requests as per retention policy