To
Dr. A. Amarendra Reddy
Flat No.402, H.No.11-6-360
Vijay Residency, Cherukuthota Colony
Saroor Nagar,
Hyderabad – 500035.
anugu.amarendra.reddy@gmail.com, 7042361439

Ref:- Online RTI application No. NIAEM/R/2019/50013, dated 06/04/2019 – Reg.

Sir,

This is with reference to your online RTI application cited above, requested MANAGE to provide information under RTI Act, 2005. The information sought is furnished below:-

<table>
<thead>
<tr>
<th>Information sought</th>
<th>Reply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From November 2016 to September 2018, how many memos issued to employees of MANAGE by MANAGE administration related to attendance (late coming, unauthorized absence etc.). Provide list and copies of the same.</td>
<td>Since the information is a third party information, it is denied, as per section (8).</td>
</tr>
<tr>
<td>2. Of which, how many memos issued related to attendance of preceding one month from the date of issue of memos. Provide list along with copies.</td>
<td></td>
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<tr>
<td>3. How many memos issued related to attendance of the preceding one month and beyond (even up to one and half years) from the issue of the date of memo. Please provide list along with copies.</td>
<td></td>
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</tbody>
</table>

If the applicant is not satisfied with the information, you may file an appeal to the First Appellate Authority within 30 days of receipt of reply of CPIO. The name, designation and complete address of the First Appellate Authority of this Institute is as under:-

**Smt. V. Usha Rani, IAS**
Director General
National Institute of Agricultural Extension Management (MANAGE),
Rajendranagar, HYDERABAD – 500 030 (TS)
Ph: 040-24015253 (O), Fax: 040-24015388
Email: dgmanage@manage.gov.in

Yours sincerely,

Central Public Information Officer (CPIO)

 höchstes Landwirtschaftsministerium (MANAGE)
National Institute of Agricultural Extension Management (MANAGE)
Rajendranagar, Hyderabad – 500 030, India