

North Block,
New Delhi-110001
Dated 16th August, 2010

Office Memorandum

Subject: Guidelines on Awareness Generation and Capacity building components of the Central Sector Scheme on "Improving Transparency and Accountability in government through effective implementation of Right to Information Act"

1.0 Introduction

The Right to Information Act was enacted in 2005 to further the objectives of making the governance more transparent and accountable. In the last 5 years, an elaborate institutional mechanism, including setting up of Information Commissions, designation of large number of officers as CPIOs/ SPIOs and Appellate Authorities and laying down of detailed guidelines and instructions for dealing with RTI requests, has been set up in, line with the mandate of the Act, to ensure that the right of information is exercised freely and with ease.

To further strengthen the RTI regime, a central sponsored scheme was launched in 2008 with the primary objective of creating awareness and for training of officers, both in central and state governments. This scheme was sanctioned for 2 years. Under this scheme funds were provided to SICs for strengthening the IT infrastructure for awareness generation. Funds were also provided to State ATIs for training of SPIOs and AAs.

It has been decided to continue to support the SICs and ATIs in the area of awareness generation and capacity building. A new scheme titled "Improving transparency and accountability in government through effective implementation of Right to Information Act" has been approved for the remaining two years of the 11th Plan period (2010-11 and 2011-12). Guidelines for sanction and release of funds to SICs and ATIs for two components of the scheme namely 'awareness generation' and 'capacity building' are given hereunder.

2.0 Awareness Generation for RTI:

Both Central and State Governments are obligated to create awareness about the provisions of the Act. Financial assistance under this component will be provided to supplant these efforts of State Governments:

- (i) **RTI Week Celebration:** RTI Week is celebrated every year during 5th – 12th October. SICs will be provided financial assistance of up to Rs.2.5 lakh each based on their proposal, for taking up various activities which may include conducting workshops, seminars, press-meets, competition in colleges on RTI related themes, etc. Although expensive publicity through print/electronic media will not be supported, funds may be used for displaying hording, etc, for publicizing the RTI Act.
- (ii) **Innovative Awareness Generation Programmes:** ATIs will be provided up to Rs 2.5 lakh each, based on their proposals, for innovative awareness generation activities which may include nukkad nataks, use of local folk troupes, development of publicity material in local languages etc. for awareness generation regarding RTI.
- (iii) **Organization of Workshops / Seminars:** ATIs will be provided a sum of Rs 0.50 lakh each for organization of workshops / seminar on RTI related themes, on the basis of a proposal.

3.0 Support for Capacity Building -Training of SPIOs and First Appellate Authorities (FAA).

State ATIs will be supported for undertaking training of SPIOs and AAs in a cascade model. In the first instance, ATIs will train District Resource Persons (DPs) who will in turn train SPIOs and AAs in the districts.

- (a) **Training of DPs:** This training will be organized at the ATIs. It is planned that 3 DPs per district will be trained in a year. Financial assistance will be provided for these trainings up to Rs 3000 per participant for a 3- 5 day residential course. Selection of DPs will be made by ATIs from amongst the resource persons who have been trained under the CBAI (Capacity Building for Access to Information) programme and / or trainers of any district level training institution and / or persons nominated by the district collector.
- (b) **Training of SPIOs and AAs:** These training programmes will be conducted at the district headquarters by the DPs under the overall supervision of the district collectors. ATIs will provide mentoring support to DPs in conduct of these programmes. It is planned that 2 batches of 25 participants each will be held in each district per year. Each course will be non-residential and will be of 2 day duration. Financial assistance up to Rs 700 per participant will be provided to ATIs based on a detailed proposal. This will cover expenses on training material, refreshments for the participants, honorarium to DPs, hiring of audio visual equipment and other contingencies and will not cover nay charges for hiring training venue and furniture as it is expected that these

trainings can be organized in any meeting hall of a government department / office. The training content and material will be standardized by the ATI and the trainings will be conducted under the supervision of the District Collector, with ATIs providing mentoring support to the DPs.

- (c) ATIs may avail an additional assistance of up to Rs. 1.5 lakhs for preparation of training material and for meeting administrative contingencies based on their proposal and the training load.

4.0 Sanction and release of Financial Assistance:

SICs and ATIs are required to submit detailed proposals for seeking financial assistance for 2010-11 under the scheme, as per proforma at Annexure 1. The proposal must include detailed cost estimates for various activities and the timelines for physical achievement. Scheme Monitoring committee (SMC) will review the proposals and sanction assistance.

Funds will be released to ATIs and SICs directly as per the following:

- (a) Funds will be released only if UCs for funds provided to the SIC (for awareness generation activities) or the ATI (for training), as the case may be, for 2008-09 and 2009-10 have been received. In case, funds have not been fully utilized, details need to be provided in Annexure-I and these will be adjusted against the current sanction.
- (b) Subject to (a) above financial assistance for celebration of RTI week would be released in one installment immediately upon sanction, and receipt of UCs or adjustment of unutilized funds under current sanction. Assistance for training and innovative awareness generation activity would be released in two equal installments. First installment would be released immediately upon sanction, and receipt of UCs or adjustment of unutilized funds under current sanction and second installment would be released on receipt of UCs of 75% of the first installment and receipt of financial and physical progress in online monitoring system.

5.0 Progress reporting and monitoring:

- (a) ATIs and SICs are required to upload physical and financial achievements by 5th of every month on the online Project Reporting and Monitoring System on the RTI Gateway (www.rtigemway.org.in)
- (b) ATIs and SICs would be requested to participate in six-monthly Monitoring meetings in Delhi where the progress of the scheme would be monitored.

(c) Government of India is in the process of nominating an institution for monitoring of the scheme. ATIs and SICs required to respond to all queries and requests of the Monitoring Institution. They will also be required to provide all assistance during field visits of the staff/institution of DoPT and the monitoring institution for monitoring of the scheme.

6.0 The first meeting of the SMC is scheduled for **10th September, 2010**. All complete proposals received in DOPT by **3rd Sep 2010** will be processed and put up before SMC. SICs and ATIs are requested to submit their proposals in the prescribed proforma as soon as possible. In case, you need any information, you may contact Mrs. Anuradha Chagti, DS (RTI) at contact details given below.

7.0 (a) Proposals for activities for awareness generation may be sent in the prescribed proforma to Mrs. Anuradha S. Chagti, Deputy Secretary, (RTI), Room No. 280, Department of Personnel and Training, North Block, Telephone 23093074, Fax 23093022, email osdrti-dopt@nic.in

7 (b) Proposals for the scheme in para 5(B) and 5(C) may be sent to Mr. Shailender Kumar, Deputy Secretary (Training), Training Division, Department of Personnel & Training, Block 04, 3rd floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067, Telephone 26105058, Fax 26107962, email shailendra.k@nic.in



(R. K. Girdhar)
Under Secretary(IR)
Tel No 23092759
Fax 23093022
e-mail- usrti-dopt@nic.in

To,

1. Joint Secretary (Training), Department of Personnel and Training, Block 04, 3rd floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067
2. Secretary (State Information Commission) (all State Information Commissions as per list attached)
3. Director- General/ Director (State Administrative Training Institute) (all ATIs as list attached)
4. All Deputy Commissioners/ Collector (States only)

Application Proforma
Central Sector Scheme on Improving Transparency and Accountability
in government through effective implementation of
Right to Information Act

To be submitted in Five copies.

The format given below should neatly typed on separate sheets given item-wise information

Application in an incomplete form will not be entertained

A

1	Component for which assistance sought (Para of guidelines to be mentioned)	
2	Institution- SIC/ATI/CTI	

B. Details of Institution

1	Name of the Institution	
2.	Particulars of the Institution	
i	Complete postal address	
ii	Telephone Nos.	
iii	Fax Nos.	
iv	E-mail Address	
3	Particulars of Nodal Officer	
i	Name	
ii	Designation	
iii	Tel and Fax No. (Including mobile No.)	
iv	E-mail id	

C. Details of Proposal

1	Proposed Activities	
2.	Time lines	
3.	Detailed estimates of expenditure activity wise	
4.	Total amount of grant required	
5.	E-lekha id for release of grant.	

D. Details of assistance availed under the Centrally Sponsored Scheme "Strengthening, Capacity Building and Awareness Generation for the effective implementation of the RTI Act			
		2008-09	2009-10
1	Activity for which assistance availed.		
a			
b			
2	Amount availed per activity		
a			
b			
3.	Utilization certificates submitted		
a			
b			
4	Utilisation certificates not submitted		
a			
b			
5.	Expenditure incurred		
a			
b			
6.	Pending liabilities		
a			
b			

E. Documents required		
1	Certificate to the effect that all funds released under the Centrally Sponsored Scheme on 'Strengthening, Capacity Building and Awareness Generation for the effective implementation of the RTI Act' in the previous years have been fully utilized for the purpose for which they were released and Utilisation Certificates have been submitted.	
2	An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the institution without prior approval of the sanctioning authority of the grant	
ii	Certificate to the effect to be attached in case any grant under this scheme has been made then:	
a	Progress made for which grant was received	
b	Whether all conditions of previous grant were duly observed, like submission of utilization certificates	