

**Guidelines on Implementing
The Centrally Sponsored Scheme on Strengthening, Capacity
Building and Awareness Generation for effective implementation of the
RTI Act.**

1. Background

Keeping in view the Legal and Institutional framework provided in the RTI Act, 2005 and the need for Awareness Generation to implement the RTI Act effectively the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training has launched a Centrally Sponsored Scheme on 'Strengthening, Capacity Building and Awareness Generation for Effective Implementation of the RTI Act'. The scheme will be in operation during the 11th Five Year Plan and aims at increasing the reach of the RTI to all parts of the country.

2. Objectives of the scheme

- Strengthening the State Information Commissions
- Training of stakeholders and publication of guidelines on RTI.
- Propagation of RTI
- Awareness Generation through intervention in Educational medium.

3. Salient Features of the Scheme

- This scheme aims at addressing issues and constraints felt at the demand and supply side in the effective implementation of the RTI Act.
- It aims at strengthening of the State Information Commissions by providing them some infrastructural support and building the capacity of the staff to help implement RTI in a more effective way.
- This scheme aims to take forward the gains accrued in the GOI-UNDP program "Capacity Building for Access to Information" and build the capacity of different stakeholders.
- It aims at spreading awareness about the RTI Act through various means like programs in audio visual media, postcards, posters, workshops, awards etc.
- It aims to create awareness in the young population of the country through textbooks

4. Main stakeholders of the Scheme

- Central Information Commission and State Information Commissions
- Administrative Training Institutes/ Training Institutes
- Department of Personnel and Training

5. Strategy for implementation of the Scheme.

The scheme will be implemented through the above stakeholders. Method of implementation and funding patterns are as given below:

A. State Information Commissions:

State Information Commissions will be supported for setting up the following activities:

IT enablement: This component will support purchase of computers and related accessories, setting up of a video conferencing facility between district headquarters, dak digitization for easier management of appeals and complaints and a MIS system to manage the appeals/ complaints and to start an online complaint/ appeal system. Funds up to Rs. 30.00 lakhs would be provided for all or any one activity to a State Information Commission during the period of this scheme.

Propagation of RTI: This would include organizing workshops, forums, conferences, essay and poster competitions and instituting awards. Funds up to Rs. 5.00 lakhs would be provided for all or any one activity to a State Information Commission during the period of this scheme.

Funding pattern Proposals from the SICs will be considered by the Scheme Monitoring Committee. Proposals will be considered on first come first serve basis. Application proforma is at Annexure 'A'

Funds would be released in 2 instalments of 70% and 30% each. The second instalment would be released on submission of utilization certificate of the first instalment.

B. Administrative Training Institutes/ Training Institutes:

Administrative Training Institutes/ Training Institutes will be supported for training of stakeholders, translation and publication of guidelines in local languages and capacity building of staff of Central Information Commission, State Information Commissions and Ministry of Personnel, Public Grievances and Pensions.

Under this initiative emphasis will be laid on capacity building of information providers of Central, State and Local bodies who are involved in delivery of government schemes. Departments which receive the maximum number of RTI applications and where PIOs have not been trained will be taken up specifically. Emphasis would also be laid on capacity building of information seekers especially those below the poverty line. Further funds would be provided for creation, publication and translation of guidelines in local languages. Capacity building of staff of Central Information Commission, State Information Commissions and Ministry of Personnel, Public Grievances and Pensions would be done by select institutions chosen by the Training Division, DoPT.

MOUs would be signed by the Training Division, DoPT with the Administrative Training Institutes (ATI) / Training Institutions on the same pattern as under the GOI-UNDP "Capacity Building for Access to Information" programme. ATIs/ Training Institutions would be allowed to outsource certain activities/personnel

for the project without any permanent liability. ATIs may synergize with other training institutes even in other states for training activities to avoid concentration of funds in one area.

A Committee under the Director-General of the ATI/ Training Institutions with due representation of the State Information Commission may be constituted to review the training and related activities.

Funding pattern: Funds would be allocated by the Training Division, DoPT on the basis of size of ATI/ Training institute and the activities allotted to it. Funds would be released in 2 instalments of 70% and 30% each. The second instalment would be released on submission of utilization certificate of the first instalment. The Training Division, DoPT will operate the funds for this independently and will report the progress to the Scheme Monitoring Committee.

C. Department of Personnel and Training:

The RTI division of DoPT would undertake the following activities:

Technology and management support to the RTI and Training Divisions, DoPT:
Funds would be utilized during the period of the scheme by these two divisions for technology and management support.

Campaign for propagation of RTI would be undertaken with the help of DAVP. This would aim at the audio –visual media and hoardings in District headquarters in the first instance. Funds would be released directly to DAVP for the same

Awareness Generation: The services of the Department of Posts will be taken for printing and distribution of Meghdoot postcards Posters will be printed and distributed for display in rural post offices. Funds would be released directly to the Department of Posts for the same

Interventions in Educational programmes: Coordinate with NCERT to formulate reading material on RTI for students and teachers alike. Funds will be released to NCERT directly for the same.

Conduct of Workshops: The Department of Personnel and Training will hold National and Regional workshops on RTI

Conduct studies on RTI: DoPT will conduct studies on RTI on issues of implementation of the Act.

Funding pattern: Funds will be released directly to the concerned Department. The RTI Division will report the progress to the Scheme Monitoring Committee.

6. Implementation Framework

The overall monitoring of the scheme will be done by a Steering Committee headed by Secretary (DoPT). The Committee will meet biannually to approve the

action plan. It has the powers to suggest and accept changes in the implementation and funding of initiatives and stakeholders.

A Scheme Monitoring Committee (SMC) will monitor and review the implementation of the scheme. The Committee will be headed by JS (RTI), DoPT. The constitution of the Committee will be as under:

JS (RTI), DoPT	- Chairperson
DS/Dir (Trg.), DoPT	-Member
Representative of FA (Home)	- Member
Representative of Knowledge Partner	- Member
DS/Director (RTI), DoPT	-Secretary

The Committee will meet bi-monthly to review and monitor the progress of the scheme. The Committee will act as a grant-in-aid committee to proposals received from various stakeholders. The RTI division and the Training division DoPT along with the Knowledge Partner will report to the SMC. The RTI Division, DoPT will be the secretariat to the Committee.

RTI Division, DoPT will implement the components on Technology support to SICs, Propagation of RTI and Awareness through educational aids.

Training Division, DoPT will implement the component of Training, and Capacity Building of staff of State Information Commissions and DoPT.

A Knowledge Partner will be appointed to help the RTI Division and Training Division to implement and monitor the scheme. It will also function as a National Resource Centre for RTI

7 (a) Proposals for the scheme in para 5(A) 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) may be sent to Mr. Vineet Pandey, Director (Training), Training Division, Department of Personnel & Training, Block 04, 3rd floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067, Telephone 26107960, Fax 26107962, email vineet.pandey@nic.in

Application Proforma
For State Information Commissions for support for IT enablement
under
The Centrally Sponsored Scheme on Strengthening, Capacity
Building and Awareness Generation for effective implementation of the
RTI 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		
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.	Purpose of grant	
4.	Duration of the programme	
5.	Detailed estimates of expenditure with break-up of the proposed programme/project for which grant is sought	
6.	Amount of grant required	
8.	List of documents to be attached	
i	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	

Ministry of Personnel, Public Grievance & Pension
Department of Personnel & Training

North Block, New Delhi
Dated 14th October, 2008

Sanction Order

Subject:- Approval for Centrally Sponsored Scheme on Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act.

The undersigned is directed to convey the approval of the Competent Authority for the Plan Scheme on Strengthening, Capacity Building and Awareness Generation for effective implementation of the RTI Act at a cost of Rs.26.68 crores (rupees twenty six crores sixty eight lakhs only).

2. The scheme has the following components:

Allocation (in crores)


Components	2008-09	2009-10	Total
Strengthening and Capacity Building	4.40	4.40	8.80
Training	1.47	5.93	7.40
Propagation of RTI	2.10	2.60	4.70
Education	0.10	1.10	1.20
Total	8.07	14.03	22.10

3. The scheme would also include remuneration to the Knowledge Partner and National Resource Centre at 20% of the cost of the initiatives supported by them and Evaluation costs of 2% of the scheme.

4. An amount of Rs.10.00 crores (Rupees Ten crores only) has been provided for the scheme in BE 2008-09 which shall be debitible to Major Head 2052 – Secretariat General Services, 05.14 – Propagation of Right to Information Act 05.14.26 – Advertising and Publicity under Grant No. 71.

...2/-

5. This issues with the concurrence of Integrated Finance Division vide their I.D.No.F1885/AS&FA(H) dated 24th September, 2008.

* 
(Zoya C.B.)

Under Secretary to the Govt. of India
Tel. 2309 3022

To

1. Secretary(Expenditure), Department of Expenditure, Ministry of Finance : w.r.t. O.M.No.53(4)PFII/2008 dated 11.8.2008
2. Secretary, Planning Commission : w.r.t. O.M.No.N.14091/2/2008-PAMD dated 29.8.2008
3. The Drawing & Disbursing Officer, Accounts Cell, Ministry of Personnel, PG & Pension, Department of AR & PG, Sardar Patel Bhawan, New Delhi.
4. IFD w.r.t. I.D.No. referred above.
5. Budget Division
6. Guard File