

1/12/2010-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-10001
Dated: 2.8.2012

OFFICE MEMORANDUM

Subject: Financial assistance for Setting up RTI Cells

The undersigned is directed to refer to O.M. of even number dated 19.5.2011 regarding setting up RTI Cells in the Public Authorities and a one time grant of Rs.50,000 by DOPT for procuring a computer, scanner, printer, etc under the Centrally sponsored scheme "Improving transparency and accountability in the government through effective implementation of RTI".

2. It is reiterated that Ministries/Departments desirous of availing the facility of financial assistance mentioned above, may send their proposals in the proforma enclosed to Director(IR), Room No.280, North Block, New Delhi-1 by post or through email at osdrti-dopt@nic.in.

3. O.M. dated 19.5.2011 referred to above is available on the website of DOPT (**persmin > OMs & Orders > RTI**)

Sarita Nair

(Sarita Nair)

Under Secretary to the Govt of India
Tel:23040401/23092356

To

1. All Ministries/Departments of the Govt of India
2. UPSC/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/CVC/ President's Secretariat/Vice President's Secretariat/PMO/Planning Commission/ Election Commission
3. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
4. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi
5. NIC Cell, DOPT with a request to upload this O.M. on the website

Application Proforma
Centrally Sponsored Scheme on Improving Transparency and Accountability
in government through effective implementation of
Right to Information

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 | Setting up of RTI Cells |
| 2 | Public Authority (Min/Deptt/ Attached / Subordinate Office) | |

B. Details of Institution

| | | |
|-----|--|--|
| 1 | Name of the Institution | |
| 2. | Particulars of the Institution | |
| i | Complete postal 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 Expenditure

| | | |
|----|------------------------------------|--|
| 1 | Date of Setting up of RTI Cell | |
| 2. | Details of items to be procured | |
| 3. | Detailed estimates of expenditure | |
| 4. | Total amount of grant required | |
| 5. | CSPMS details of Public Authority. | |

D. Documents required

| | | |
|---|--|--|
| 1 | Copy of order setting up the RTI Cell | |
| 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. | |