

TRAINING / WORKSHOP ON RIGHT TO INFORMATION Act.

Venue :- Conference Hall, % the EIC (Civil), Nirman Society

Time :- 4:00 PM.

Sl.No.	Name	Designation	Signature
1.	Er N. K. Pradhan	CE (WB P)	
2.	B. C. Tupany	EE-11	B. C. Tupany
3.	P. K. Nanda	Dy. Comm. L.A.	P. K. Nanda
4.	Ganesh Chandra Prasad	ET ISAP	G. C. Prasad
5.	M. B. Acharya	FA (WB P)	M. B. Acharya 16/4/12
6.	S. K. Behera	SPL (WB P)	S. K. Behera
7.	S. S. Swain	AE, PMU	S. S. Swain 16/4/12
8.	R. C. Panda	AE PMU	R. C. Panda 16-4-12
9.	K. M. Gacharya	AE PMU	K. M. Gacharya
10.	S. M. Ray	WEO PMU	S. M. Ray 16.4.12
11.	Manoranjan Dash	J.E PMU	Manoranjan Dash 16.4.12
12.	Samare Hota	AE PMU	Samare Hota
13.	Kaushalya Patra	SP, PMU	Kaushalya Patra
14.	Iyotish Singh	DEO (DFO)	Iyotish Singh
15.	D. Sahu	AE (PMU)	D. Sahu
16.	Akshay Kant Saha	AE (C)	Akshay Kant Saha
17.	P. K. Mohapatra	S. E (PED)	P. K. Mohapatra
18.	F. M. Panigrahi	E. E. PMU. OSRA	F. M. Panigrahi
19.	P. K. Mahali	A. E (R&DS)	P. K. Mahali
20.	P. U. Meher	JE. PMU.	P. U. Meher
21.	Naraj Pattnaik	J. E, PMU	Naraj Pattnaik
22.	Archana Roul	D. E. O, P. M. U	Archana Roul 16.04.12
23.	Sachinmita Behera	DEO, PMU	S. Behera 16.04.2012
24.	Neelina Nivedita Behera	DEO, PMU.	N. N. Behera 16.4.12



Welcome to RTI Training Programme

Organised by: OSRP, Govt. of Odisha

RIGHT TO INFORMATION ACT, 2005

Presented by:

LUMINOUS INFOWAYS PVT LTD
CSP to RTI CMM, Govt. of Odisha

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Introduction to RTI:

- Democracy requires **informed citizen** and **transparency** in Governance.
- RTI is one of the Children of Article 19 (1) (a) of Indian Constitution
- RTI can establish **direct accountability** of Government to Citizen.



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RTI's Global Presence:

- Sweden – 1776
- Finland – 1951
- Denmark & Norway - 1970s
- USA – 1966
- UK – 2000
- India – 2005 (15th June / 12th Oct. 2005)

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Meaning & Definition:

• What does Right to Information mean ? [U/s-2(i)]

- Ask.
- Inspect.
- Take notes.
- Take certified samples of material.
- Take copies.
- Obtain information in any form.

• What is Information ? [U/s- 2(f)]

- Any material in any form.

• What is a Public Authority ? [U/s- 2(h)]

- Constitution
- Parliament / State Legislature
- Appropriate Government
- Substantially Financed
- Directly or Indirectly financed by appropriate Govt.

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Obligations of Public Authority:

- Designate PIO, APIO & FAA [U/s-5]
- Maintain all its records duly catalogued & indexed and connected through a network . [U/s-4 (1) (a)]
- Publish its Proactive Disclosure (17 Manuals). [U/s-4 (1) (b)]
- Disposal of Request [U/s-7]
- Annual Report [U/s-25]

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Functions & Duties of PIO

- PIO shall deal with RTI requests/applications where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.
- Transfer of application to other public authority within 5days.
- PIO may seek the assistance of any other officer of his/her office for the proper discharge of his/her duties. Such other officers shall be treated as referred PIO.
- Dispose application within 30 days.
- Where the information requested for concerns the life or liberty of a person, the same shall be provided within 48 hours of the receipt of the request/application.
- Intimation for rejection to the applicant through Form-C as prescribed in Orissa RTI Rules, 2005.
- PIO shall provide information in the form in which it is sought for unless it would disproportionately divert the resources of the Public Authority or would be detrimental to the safety or preservation of the record in question.

Continue..

Functions & Duties of PIO

- Allow partial access to information to the applicant.
- If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
- Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice.
- PIO shall make update the proactive disclosure and e-filing of applications at RTI CMM Public Authority Account in regular interval. So that, the system will update the Information Register, Cash Register and Appeal Register automatically. And the Annual Report can be generated by a single click.
- The PIO will be the custodian of these records .
- PIOs are required to open a Subsidiary Cash Book as prescribed by the Nodal Department.

Continue..

Functions & Duties of PIO

- The PIOs shall open a Zero Invest Bank A/c in his designation in the nearest scheduled Bank and deposit the total amount received towards application fees in cash as well as amount towards cost for providing information in a day in the Bank account in the very next day.
- The Receipt Head of A/c is "0070-Other Administrative Services-60-other Services-118-Receipt Under Right to Information Act, 2005-0014-Collection of Fees and Fines-02178-Fees and Fines under Right to Information Act, 2005". The treasury chalan shall accompany with a cheque issued against the deposit of the Bank A/c of the concerned P.I.O.
- PIOs shall weekly verify the Bank A/c and Cash Book regarding the correctness of transaction of money between Cash Book and Bank Account.
- All receipts and expenditure should be reflected on the Cash Book, with full particulars.

Functions & Duties of FAA

- Officers senior in rank to the PIOs available within a Public Authority are appointed as FAA for hearing appeals arising out of the decisions of the PIO.
- FAA shall ensure that, every appeal must be in Form-D as prescribed in Orissa RTI Rules, 2005 and has to be accompanied by appeal fee as prescribed in Orissa RTI (Amendment) Rules, 2006.
- FAA shall scrutinize the appeal memorandum and if it is in order shall admit the appeal for hearing. He/she may admit an appeal after the expiry of the period of 30 days applied to PIO and within 30days from the receipt of the decision from the PIO. And he/she must be satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- FAA shall intimate the appellant the date to which hearing is fixed, call for the records from the PIO for scrutiny and require him to be present at the hearing. FAA needs to dispose of the appeal within 30 days from the date of receipt of appeal. He/she may take up to 45 days for reasons to be recorded in writing.
- Each First Appellate Authority will maintain an Appeal Register as prescribed by the Nodal Department.

Not Open to Disclosure ? [U/s-8]

- Prejudicially affect the **sovereignty and integrity of India**.
- Forbidden to be published by **any court of law** or tribunal;
- Cause a breach of **privilege of Parliament** or the **State Legislature**;
- Commercial confidence, trade secrets or intellectual property.
- Received in confidence from **foreign Government**;
- Endanger the life or physical safety of any person – **Security purposes**;
- Impede the process of investigation or apprehension or **prosecution of offenders**;
- **Cabinet papers**.
- Unwarranted **invasion of the privacy**;
- Information regarding an **Intelligence & Security Organisation** [U/s-24 (4) & 2nd Schedule of the Act.

Forms & Formats

FORM A
[New Rule 4 (2)]
Application for Information under section 6 (1) of RTI Act, 2005

To: The Public Information Officer (PIO)

1. Full name of the applicant
2. Name of the Public Authority
3. Permanent address
4. Particulars in respect of identity of the applicant
5. Description of information required
(a) Subject matter of Information
(b) The period to which the information relates
(c) Specific details of information required
(d) Further information to be used by you or received by you
(e) Any other person charges that be included in providing information
(f) As case for your (applicant's) engagement or appointment
6. Address to which information will be sent if in which form:
7. How the information has been provided earlier?
8. Is the information not made available by the Public Authority?
9. Do you agree to pay the required fee?
10. How you deposited application fee?
(If yes, Please indicate details of such deposit)
11. Further things to be done, category, name you requested the proof of the same?

Place: _____ Date: _____
Full signature of the applicant
Address: _____

Office of the Public Information Officer
Received the application from: _____
Address: _____
_____ sending information.

Place: _____ Date: _____
Full name of Public Information Officer
Designation & Seal

FORM B
[New Rule 4 (2)]
Information for Payment

From: _____
Name of the designation of the Public Information Officer

To: _____
Name of the applicant
Address: _____

No. _____
Please refer to your application dated _____ addressed to the undersigned regarding information on _____. I am to inform you that the following amount towards cost for providing information may be deposited in cash, to enable the undersigned to furnish information sought for _____
Please make payment within a period of fifteen days from the date of receipt of this intimation failing which the application shall be rejected.

Rs. _____

Yours faithfully

Public Information Officer
Seal

Place: _____ Date: _____

Forms & Formats

FORM - C [See Rule 5 (1) and (2)] Intimation of rejection	
No.	
The undersigned requests to express his inability to furnish the information asked for on account of the following reasons:-	
(i)	It comes under the exempted category covered under sections 8 and 9 of the Act
(ii)	Your application was not complete in all respect
(iii)	Your identity is not satisfactory
(iv)	The information is contained in published material available to Public
(v)	You did not pay the required cost for providing information within the prescribed time
(vi)	The information sought for is prohibited as per section 24 (4) of the Act.
(vii)	The information would cause unrestrained disclosure of the privacy of any person.
(viii)	The information as sought for by you is available in one of the following:- you may download the information
(ix)	For any other reason please see overleaf.
However, if you feel aggrieved for the above said refusal you may file an appeal before the _____ within 30 days of the receipt of this letter.	
Place:	Name & Designation of Public Relations Officer
Date:	

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Forms & Formats

FORM - E [See Rule 7 (1)] Second Appeal under Section 19 (3) of the Act	
From _____ (Applicant's Name & Address)	
To: The Ombudsman Commission	
1. Full name of the Appellant	
2. Address	
3. Particulars of the first Appellate Authority	
4. Date of receipt of the order appealed against	
5. Last date for filing the appeal	
6. Particulars of submissions	
(a) Name and subject number of the information required	
(b) Name of the Officer or Department to which the information relates	
7. The grounds for appeal	
(Details if any to be enclosed in separate sheet)	
For/Through _____	
I, _____, Name of the applicant, son of _____ daughter of _____ with of _____ hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not approved any material fact	
Signature of the Appellant	
Place	
Date	
To: Ombudsman Commission Bhubaneswar, Orissa	

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Forms & Formats

FORM - F [See Rule 11 (1)] FORMAT FOR THE INFORMATION REGISTER													
Sl. No.	Date of application	Name of the person requesting the information	Address of the person	Nature of information	Whether all formalities have been complied by the person requesting the information	Name of the authority to which the information has to be collected	Date on which the information should be supplied	Date on which the authority/authorities concerned requested to supply the requested information	No. & date of order issued	Date on which the information is received by the authority/authorities concerned	Date of supply of information to the person requesting the information	Reasons in brief for not supplying information	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

FORM G [See Rule 11 (2)] CASH REGISTER

Name & Address of the Applicant	Date of application	Date of deposit of amount	Particulars of fee with Challan / Bank draft/ Cash	Refund, if any	Remarks
1	2	3	4	5	6

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Forms & Formats

Appeal Register [Appeals Received by FAA]							
Sl. No. of Appeal	Name of the Appellant	Date of Receipt of the appeal	Amount of Court fee attached	Date of providing opportunity to the requester	Due date of disposal	Final date of disposal	Reason for delay, if any
1	2	3	4	5	6	7	8

Annual Report for the year 2010-11 on the implementation of Right to information Act, 2005												
Name of the PIO:										Date:		
Sl. No.	Name of the Deptt./ Public Authority	No. of application received up to	Total	Total No. of Request disposed off	Approved made before 1st Appellate Authority	Charges Collected under this Act	Remarks					
		By PIO A.P.O.	By Secretariat Information Cell in case of a single Deptt. Only	No. of applications provided with information	No. of applications directed access to information	Total disposed	No. of Appeals received	No. of Appeals disposed off	Cash (No./P.O./N.S. etc.)	Treasury Chalan (₹)	Court fee (₹)	Total
1	2	3	4	5	6	7	8	9	10	11	12	13

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Reasons for Rejection:

If Form-C (Intimation of Rejection)

- Exempted Category (Sec. 8 & 9);
- Application not Complete;
- Identity not Satisfactory;
- Published material available;
- Required fee not paid;
- Prohibited as per sec. 24 (4) (Intelligence & Security Organisation);
- Invasion of Privacy;
- Available on website;
- Any other.

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Penalty Provision:

Causes of Penalties:

- Refuse to receive an application;
- Malafidely denied the request;
- Knowingly giving incorrect information;
- Incomplete or misleading information;
- Destroyed information;
- Obstructed in any manner.

A penalty of Rs. 250 per day till information is furnished. (Not exceeding Rs. 25,000).

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Monitoring & Reporting:

Each public authority after the end of each year within their jurisdiction shall collect, comply, prepare and provide a report on the implementation of the act to the Central Information Commission or State Information Commission.

Annual Report Relates:

- No. of Requests made;
- Decisions where requests / appeals **rejected**;
- Decisions where requests / appeals **accepted**;
- Total Amount of **Charges Collected**;
- No. of Cases where disciplinary **action taken** against any Officer
- **Reasons for Rejection** of Appeals;
- Any **Efforts** made by Public Authorities;
- Any **Recommendations** for Reform etc.
- RTI Central Monitoring Mechanism (www.rti.orissa.gov.in)

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Achievements of IT Implementation (RTI CMM)

- Since its implementation, the system has connected more than **4652** offices into this single network of RTI CMM.
- Received the National Awards on e-Governance 2011-12 in Best Government Portal category at 15th National Conference on e-Governance at Bhubaneswar.
- **CII IT Award 2010** by C I I (Confederation of Indian Industries) on 11th February 2010.
- Adjudged as **Best RTI initiative** in South Asia by WORLD BANK.
- The RTI Central Monitoring Mechanism got the **BEST USER FRIENDLY WEBSITE Award 2010** from India eGov 2.0 Award 2010.
- RTI Central Monitoring Mechanism has been voted number #2 in the G2G category in eGov for the **eINDIA CITIZEN CHOICE AWARD 2010**.

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RTI in Lens in Odisha:



Photographs at a Glance



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Media & Press Releases on RTI:



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Interactive Session

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Website: www.rtioidisha.gov.in

Immediate communication:
E-mail: rti-ori@nic.in , rtiportal@gmail.com
OIC Helpline: 1800-3456777
Mob: 9238104446

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Thank You

Information is Power

Information for All

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