

APPLICATION PROFORMA FOR CENTRALLY SPONSORED SCHEME ON IMPROVING TRANSPARENCY AND ACCOUNTABILITY IN GOVERNMENT THROUGH EFFECTIVE IMPLEMENTATION OF RIGHT TO INFORMATION ACT

A.	
1.	Component for which assistance sought (Relevant Para of guidelines to be mentioned)
B. Details of Institution	
i)	Name of Institution
ii)	Complete postal address (For Correspondence)
iii)	Telephone Nos (Land line) & Mobile
iv)	Fax Nos.
v)	e-mail Address
C. Particulars of Nodal Officer	
i)	Name
ii)	Designation
iii)	Tele /Mobile No.
iv)	E-mail ID
D. Bank Details	
i.	Bank Name and Branch
ii.	Details of Account Holder
iii.	IFSC Code
iv.	MICR Code
E.	Details of Proposal
	As per Annexure

(Note: A cancelled cheque leaf may be enclosed)

It is certified that

1. All funds released under the Centrally Sponsored Schemes on 'Strengthening, Capacity Building and Awareness Generation for the effective implementation of the RTI Act and "Improving Transparency and Accountability in Government through effective implementation of RTI Act" in the previous years have been fully utilized for the purpose of which they were released and Utilization Certificates have been submitted along with statement of physical achievement.

2. 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.

(Signature) _____
 Name of the Officer _____
 Designation _____

Note: Should be signed by DG/ Director in case of ATI and by Secretary in the case of SIC.

DETAILS OF PROPOSAL

Details of Proposal as per following template to be enclosed	
1.	Proposed Activities
2.	Time Lines
3.	Detailed estimates of expenditure activity wise
4.	Total amount of grant required.