

F.No.1/12/2010-IR  
Government of India  
Ministry of Personnel, PG and Pensions  
Department of Personnel & Training

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North Block, New Delhi  
Dated the 7<sup>th</sup> July, 2014

**OFFICE MEMORANDUM**

Subject: - Financial assistance for Setting up of RTI Cell in Public Authority.

The undersigned is directed to refer to this Department's OM of even number dated 19.05.2011 and 02.08.2012 regarding a 'One time grant of Rs.50,000/- by DOPT for procuring a computer, scanner, printer etc. towards setting up of RTI Cell in the Public Authorities under the Centrally Sponsored Plan Scheme **Improving transparency and accountability in Government through effective implementation of RTI**'.

2. It is reiterated that Ministries/Departments/Attached Offices/Subordinate Offices desirous of availing the facility of financial assistance mentioned above, may send the proposals in the prescribed proforma (enclosed) to Director (IR), Room No.279 A, North Block, New Delhi-1 by post or through e-mail at [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in). While submitting the proposal, a copy of the order for setting up the RTI Cell in the Public Authority may also be furnished.

3. O.M dated 19.05.2011 referred to above is available on the website of DOPT ([persmin.nic.in](http://persmin.nic.in) > DOPT > OMs & Orders > RTI).

*Sarita Nair*

(Sarita Nair)

Under Secretary to the Government of India

Tele: 23040401

To

1. All ministries/ Departments of 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 as para 3

Annexure 'III'

**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

<b>A</b>		
1	Component for which assistance sought	<b>Setting up of RTI Cells</b>
2	Public Authority (Min/Deptt/ Attached / Subordinate Office)	

<b>B. Details of Institution</b>		
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	

<b>C. Details of Expenditure</b>		
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.	<b>CSPMS details of Public Authority.</b>	

<b>D. Documents required</b>		
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	