

**GENERAL GUIDELINES FOR DIPROs ON RTI CAMPAIGN
(WORKSHOP/ SEMINAR etc) FOR CITIZEN**

1. DIPROs are requested to carry out the RTI campaign programme through interactive group discussions/ symposium/ workshop/ seminar etc.
2. District Collectors have been declared as Implementing Authorities for this campaign purpose.
3. DIPROs are advised to download campaign materials from RTI Portal at www.rtiorissa.gov.in and prepare the **leaflet for citizen, banners, posters & placards** accordingly.
4. Though an approximate expenditure of ₹30,000 per programme has been estimated, the DIPROs are advised to ensure proper utilisation of funds and observation of necessary financial formalities at their end under supervision of District Collectors.
5. Soon after the completion of the programme DIPROs are requested to produce utilisation certificate with documentation/report both on soft and hard copies along with uploading the same in the RTI Portal (www.rtiorissa.gov.in).
6. The Odisha Information Commission will be requested to supply copies of Act and Rules for training and campaign purpose.

Target Group:

Citizens, PRI functionaries, SHGs, Opinion leaders, members of Youth Clubs, Beneficiaries of different developmental programmes, Civil Societies etc

Co-ordination:

Co-ordination with NGOs/ Civil Societies/ Media Units of Govt. of India will be maintained for organising the campaign.

Budgeting:

RTI Campaign (Per Programme): Funds allotted @ ₹30,000 for organizing each campaign programme may be utilized as under:

Sl. No.	Heads of Expenditure	Amount
1	Hospitality for participants	₹ 5000
2	Conveyance and Honorarium to Resource Persons:	₹ 1000
3	Preparation of Campaign material etc.	₹ 15,000
4	Logistic including arranging venue, Public Address System, Documentation, Photography, Reporting etc.	₹ 5000
5	Contingency	₹ 4000
Total		₹ 30,000

Reporting and Documentation:

The following documents are expected to be generated out of these events.

- (i) Detailed report (in two pages) on IEC activities highlighting the programme and suggestions along with list of participants/ its coverage.
- (ii) 2 (two) representative photographs on the IEC programme.
- (iii) Utilization certificate for the amount placed.
- (iv) Media reports, if any.

The above guideline is only indicative and by no means exhaustive. It is expected that the District Officers are encouraged to augment available resources earmarked for capacity building activities in order to institutionalize a strong and regular capacity building programme in their respective districts on a sustained basis.
