

**GENERAL GUIDELINES FOR DIPROs ON RTI CAMPAIGN (WORKSHOP/ SEMINAR etc)
FOR PIOs/ APIOs/ FAAs OF DISTRICT/ SUB-DIVISION/ BLOCK/ PANCHAYAT LEVEL**

1. While following Direct Trainers' Skill (DTS), FAQs for PA, PIO & FAA, Posters & Banners and User Manual on RTI CMM published in the RTI Portal (www.rti.orissa.gov.in), the DIPROs are instructed to carry out the campaign having stress on Technology campaign of RTI CMM in close coordination with the Content Service Provider (CSP) of RTI CMM.
2. District Collectors have been declared as Implementing Authorities for this campaign purpose.
3. The DIPROs are advised to download training materials from RTI Portal at www.rti.orissa.gov.in and prepare the reading materials and banners accordingly.
4. The DIPROs are further requested to utilise the master trainers of their district, those who are trained earlier by Government Training Institutes.
5. The days of training and related schedule suggested in the DTS version, if required, may be modified as per convenience of the concerned DIPROs.
6. The numbers of programme in each district have been mentioned in the list of allotment.
7. Though an approximate expenditure of ₹40,000 per programme has been estimated, the DIPROs are advised to ensure the proper utilisation of funds and observation of necessary financial formalities at their end under supervision of District Collectors.
8. 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.rti.orissa.gov.in).
9. The Odisha Information Commission will be requested to supply copies of Act and Rules for training and campaign purpose.

Target Group:

Public Information Officers (PIOs), Asst. Public Information Officers (APIOs) and First Appellate Authorities of each Public Authority at district/ subdivision/ block level.

Budgeting:

District Level Campaign Programme (Per Programme): Funds allotted @ ₹ 40,000 for organizing a workshop/Seminar etc may be utilised as under.

Sl. No.	Heads of Expenditure	Amount
1	Hospitality for participants	₹ 18000
2	Conveyance and Honorarium to Resource Persons:	₹ 2000
3	Payment to CSP for technology training on RTI CMM (as per Govt. approved rates)	₹ 6,000
4	Preparation of Training material etc.	₹ 6,000
5	Logistic including arranging venue, Public Address System, Documentation, Photography, Reporting etc.	₹ 5000
6	Contingency	₹ 3000
Total		₹ 40,000

Reporting and Documentation:

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

- (i) Detailed report (in two pages) on the workshop highlighting the discussion and suggestions along with list of participants. The report format has been outlined in the DTS version.
- (ii) 2 (two) representative photographs on the workshop/ 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.
