

Implementation Plan

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The overall recommendations are mentioned below, with the responsibility and the timelines for the initiation of the activities:

	Activities	Responsibility	Timelines
Enhanced Accountability and Clarity in Role			
1	Establishment of RTI Implementation Cell under the appropriate Government	Nodal Department	T
2	Issuance of Order/ Notice to all the Departments for creation of PARTI and instructing them to communicate to relevant offices/ agencies to create their own PARTI	Nodal Department	T+3 months
3	Public Authorities to create PARTI to make a plan for implement RTI in the Public Authority	Administrative Head of Public Authority	T+6 months
4	Oversee the implementation of the Plan at Public Authority	PARTI	T+6 onwards
5	Convene meeting for the RTI implementation Cell under the appropriate Government	Nodal Department	T+2 onwards
6	Annual Self Assessment by Nodal Departments on the progress in the Implementation	Nodal Department	T+12 Onwards
Mass Awareness Campaign			
1	Provisioning of requisite Budget for the activities suggested for the Centre/State Governments	Nodal Department in the appropriate Government	Next Budgeting period
2	Development of a media plan & Initiate “Mass Awareness” program	Nodal Department in the appropriate Government	T+12 months
3	Co-ordination with Educational Boards for incorporation in the school syllabus	Nodal Department in the appropriate Government	T+3 months
4	Design and distribution of a prominent Display Board (containing Appellant & PIO rights during hearing) to all the State Information Commission	Knowledge Resource Centre	T+3 months
Improving Convenience in Filing Requests			
1	Designate the CSCs operated by various agencies in the State as APIOs	Nodal Department in the appropriate Government	T+3 months
2	Designate the Department of Posts (GoI) as APIOs	Nodal Department in the State Government	T+3 months
3	Designate the e-District Operators as APIOs	Nodal Department in the State Government	As and when the e-District project is implemented
4	Enhancing the channels of collection of fee fees under Section 6(1) and Section 7(3): <ul style="list-style-type: none"> • Authorisation of CSCs, Post Offices, e-Districts operators to collect the fees • Usage of Payment Gateway 	Nodal Department in the State Government	Immediately

	Activities	Responsibility	Timelines
5	Design and Implementation of RTI Call Centres	Nodal Department in the appropriate Government/ Knowledge Resource Centre	To be initiated immediately
6	Design and Implementation of RTI Portal	Nodal Department in the appropriate Government/ Information Commission	Immediately
7	Providing updated list of PIOs to newly designated APIOs (CSC, Post offices, e-District operators and Call Centre operators)	Nodal Department in the appropriate Government	Immediately
8	Training of newly designated APIOs (CSC, Post offices, e-District operators and Call Centre operators)	Nodal Department in the appropriate Government	To be initiated immediately
9	Amending rules (if required) & sending communication to all Public Authorities to introduce convenient Payment Channels	Nodal Department in the appropriate Government	Immediately

Enabling Environment & Capacity Building

1	Creation of Knowledge Resource Centre and allocating a appropriate budget	DoPT	Immediately
2	Empanelment of agencies for conducting training to various stakeholders	Nodal Departments in the State Government (with support from State Administrative Institutes)	Immediately
3	Developing "RTI friendly" record management guidelines in co-ordination with Department of Information Technology (GoI) and National Archives	DoPT	Immediately
4	Roadmap for Digitization of files/ records (can be a part of "RTI Readiness Plan")	Public Authorities	T+3 months
5	Development of Web-based applications for Public Authorities	DoPT (outsourcing through Knowledge Resource Centre)	Immediately
6	Development/enhancement of Web-based applications for Information Commission	DoPT (outsourcing through Knowledge Resource Centre)	Immediately
7	Designating Information Officers and Appellate Authorities of desired seniority	Nodal Department in the appropriate Government	Immediately
8	Creation & enhancement of e-Learning modules Creation of Video CDs for conducting courses specifically for each stakeholders	DoPT (outsourcing through Knowledge Resource Centre)	Immediately
9	Empanelment of Agencies/ Civil Society Organizations for conducting training on RTI, Behavioural aspect and record management	Nodal Department in the appropriate Government	Immediately
10	<ul style="list-style-type: none"> Providing RTI incentive to the PIOs Making ACR entry mandatory for all PIOs (whether on full time or additional charge) 	Nodal Department in the appropriate Government	Immediately

	Activities	Responsibility	Timelines
11	Utilize Powers under Section 19 (8) (a) and (b) to Public Authorities for compliance	Information Commissions	Immediately
12	Earmarking Budget for implementing the recommendations	Nodal Department in the appropriate Government	Immediately

Improving Efficiencies at Information Commission

1	Assess the requirement of opening more offices in Centre and States and take necessary actions	CIC/ SIC, as the case may be	Immediately
2	Workout with State Government to access the video conferencing facilities for CIC and SIC	Information commission in association with State IT Department	Immediately
3	Create awareness among the information seekers/ appellants on the video conferencing facilities	State Nodal Department	Immediately
4	Passing order on merit of the case without hearing (to be used only when the order is in favour of appellant)	Information Commissions	Immediately
5	Composition of information commissions to be in line with the recommendations	Appropriate Government	Immediately
6	Induction Period for new Commissioners	SICs/CIC	Immediately
7	Usage of Standard Templates for passing order at FAA and SIC	Information commission	Immediately

Institutionalizing third party audit

1	Conducting a third party audit	Information commission (supported by Nodal Department).	Immediately
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