

CAPACITY BUILDING WORKSHOP
FOR
CIVIL SOCIETY ORGANISATIONS ON
THE RIGHT TO INFORMATION ACT, 2005

18 -19 May 2007
Sewa Sadan, Muzaffarpur
Bihar

WORKSHOP REPORT

Workshop report prepared by:



Commonwealth Human Rights Initiative (CHRI)

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Background

From 12 October 2005, the Right to Information Act (RTI Act), 2005 became fully operational across India. The Act provides people in India the right to access government-held information and requires systems to be set up for ensuring transparent and accountable government. The Act covers 'public authorities' at the national, state and local levels – duty holders who have obligations to deal with citizens' information needs. The Act includes institutions of self government such as Panchayati Raj Institutions (PRIs) and municipalities within the definition of the term 'public authorities'. The purpose of the Act is to create an informed citizenry capable of participating in the decision-making processes of government at all levels.

A concomitant objective of this law is to empower people to hold government and its instrumentalities accountable to their decisions and actions. Participation in the absence of information about the policies, programmes and processes of decision making is next to the impossible. In this context, the right to information becomes a key tool for ensuring that public authorities more effectively meet their goal of promoting participation and entrenching accountable government at the grassroots level.

It has been nearly two years since the RTI act has been enacted, yet its use has been limited to the larger towns and cities. Its use, especially in the rural areas has been very low, mainly due to the fact that there has been hardly any training or orientation programmes or large-scale awareness generation campaigns amongst the rural masses. Lack of awareness and training are the main reasons why people find it difficult to access information from various government bodies. Civil society organizations, especially those working at the grassroots in rural areas need to be aware about this landmark legislation in our country. More importantly they have the specific responsibility to spread awareness about this Act amongst the people and monitor its implementation. Therefore, in order to strengthen the implementation of RTI Act and spread awareness about it the two day capacity building workshop on RTI Act 2005 was conducted by CHRI for civil society organizations who are also partners in the PACS programme in Bihar. The CSOs were primarily from the Muzaffarpur cluster of the programme. (Please see annexure 3 for participants list).

Workshop Objectives

The primary objectives of the two-day workshop were:

- Strengthen the understanding within civil society, regarding the key provisions in the RTI Act and the relevant operational rules and guidelines;
- Discuss in details the challenges and issues for entrenching openness in the functioning of PRIs and other public authorities with special focus on the information needs of the poor and the marginalized;
- Develop detailed follow-up action plans by the CSOs in using the RTI Act, monitoring its implementation and spreading awareness about it in the rural areas.

Participants Profile

The workshop brought together about 28 participants representing civil society organizations from 8 districts namely West Champaran, East Champaran, Muzaffarpur, Saran, Patna, Khagaria, Nawada and Sitamarhi.

Participants' expectations from the workshop

- To learn about RTI and its value and use by citizens;
- To learn about the provisions in the RTI Act 2005;
- To know about RTI in order to spread awareness amongst people living in villages;
- To learn about RTI application processes and fee rules;
- To learn about the steps to be taken in case information is not given by the government departments;
- To get information about RTI as well as materials, such as booklets and pamphlets on RTI;

Learning Materials distributed

The following set of materials was distributed to each participant:

- CHRI's publication: Your guide to using the Right to Information Act 2005 (Hindi);
- Photocopy of CHRI's power point presentation on the RTI Act 2005;
- Bihar's RTI fee Rules;
- Pamphlets on RTI for Bihar;
- Apna Panna: a newsletter on RTI

Besides these the English version of the User Guide as well as copies of the RTI Act in English were distributed to those participants who wanted English copies.

Sessions

The workshop was designed with a focus on maximising discussion amongst participants with a particular emphasis on group work. During the course of the workshop various problems arising out of the poor implementation of the *Right to Information Act*, (RTI Act) 2005 were discussed. The views and perceptions about the ground reality of the implementation of this Act were discussed based on which a detailed action plan was drawn up by the participants.

Day One

Working Session I: Understanding the main provisions of the RTI Act

After the introductory session, the resource persons namely, Sohini Paul and Rakesh Ranjan gave a brief overview of the history of the RTI movement in India, highlighting the role that civil society had played to pressure the government in enacting this important legislation. A summary of the RTI movement in India is given below:

Overview of the RTI movement in India

Though the right to information is not explicitly stated in the Constitution of India, there have been several judgments of the Supreme Court of India that have stated that this right to access information is implicit in the constitutionally enshrined rights to freedom of speech and expression (Article 19(1) (a) and the right to life and liberty (Article 21). The first Supreme Court ruling dates back to 1975. However, no attempt was made by either

the central or the state governments to enact legislation until the launch of a RTI movement by civil society.

The first and the most well known right to information movement in India was that of Mazdoor Kisan Shakti Sangathan (MKSS), which began its work in Rajasthan during the early 1990s. The struggle of the poor labourers and landless farmers for access to village accounts and transparency in administration is widely credited with having started the RTI movement in India.

From the mid 1990s, a national campaign for the enactment of a central law on right to information gained momentum, especially after the formation of the National Campaign for Peoples Right to Information (NCPRI). After much struggle, the Central Government enacted the Freedom of Information Act 2002. However, since a date for the Act coming into force was never notified, such that it never actually came into operation.

While the campaign for the national legislation was going on, several states enacted their state-specific RTI legislations. Tamil Nadu was the first State to enact a right to information law, in 1997, followed by Goa in the same year. After that seven other States have passed legislation – Rajasthan (2000), Karnataka (2000), Delhi (2001), Maharashtra (2002), Assam (2002), Madhya Pradesh (2003) and Jammu and Kashmir (2003).

In May 2004, a new UPA (United Progressive Alliance) Government came into power at the Centre. The national campaign for right to information received a major boost when the UPA Government's Common Minimum Programme promised that: "The Right to Information Act will be made more progressive, participatory and meaningful." The National Advisory Council (NAC) was set up to oversee implementation of the Government's Common Minimum Programme. Since its inception, the NAC took a close interest in RTI and submitted draft NCPRI recommendations regarding amending the Freedom of Information Act 2002. The RTI Bill was approved by the Lok Sabha on 11 May 2005 and by the Rajya Sabha on 12 May. On 15 June President APJ Abdul Kalam Azad gave his assent to the Right to Information Act 2005. With presidential assent the Central and State Governments had 120 days to implement the provisions of the Act in its entirety. The Act formally came into force on 12 October 2005.

Overview of the RTI Act

Following the introduction on the RTI movement in India, Sohini and Rakesh Ranjan made a power-point presentation on the salient features of the RTI Act 2005, the details of which have been given below:

The RTI Act came into force on 12 October 2005 (120th day of its enactment on 15 June 2005). Some provisions came into force with immediate effect viz. designation of Public Information Officers (PIOs) and Assistant Public Information Officers (APIOs) [s.5(1) and 5(2)]; constitution of Central and State Information Commissions [s. 15 &16]; non-applicability of the Act to Intelligence and Security Organizations [s.24]; and power to make rules to carry out provisions of the Act [s.27 &28].

Coverage

The Act purports to cover all "public authorities". These have been broadly defined to include any body established or constituted by a law of the Central or State Governments (which serves to cover PRIs and municipal bodies). Public authorities also

include any body owned, controlled or substantially financed by a Government and any non-government organization substantially financed, directly or indirectly by funds provided by a Government.

The Act confers a right to “information” rather than just “records” or “documents”. Information has also been broadly defined to permit the inspection of public works including taking samples of materials. The definition also includes “information relating to a private body which can be accessed by a public authority under any law”.

Proactive disclosure

The list of information to be proactively published by public authorities is very broad (16 items as given in s4 1(b)). In addition to the standard provisions commonly contained in access laws, public authorities must publish: the budget allocated to each agency, including plans, proposed expenditure and reports on disbursements; the manner of execution of subsidy programmes, including the amounts allocated and beneficiaries; recipients of concessions, permits, licenses; and relevant facts while formulating policies or announcing decisions.

Processing applications

Public Information Officers (PIOs) have been appointed “in all administrative units/offices... as may be necessary to provide information to persons requesting it”. Assistant PIOs are also to be appointed at each sub-divisional or sub-district level, and these Assistants are tasked with receiving applications and appeals and passing them on to the relevant PIO/Appeals body. These provisions combined are designed to bring access closer to people, by ensuring that applicants can submit requests in their local area, rather than having to rely on the post or travel to the administrative headquarters. In Bihar the notification for appointment of PIOs was given on 10 October 2006. In spite of that many departments have not yet appointed PIOs and even if they have many of them are still not aware of their duties and responsibilities.

Most applications must be processed within thirty days, although the time limit is extended to 40 days where third party submissions are to be called for. These time limits are reduced to a mere 48 hours where the information sought “concerns the life and liberty of a person”. Any fees must be “reasonable” and no application fee shall be charged for persons who are below the poverty line. Where a public authority fails to comply with time limits under the Act, the information shall be provided to the applicant free of charge.

When processing an application a PIO must release the information requested unless it is covered by one of the exemptions contained in the law, which are intended to protect particularly sensitive information.

In Bihar the application fee is Rs. 10 and the photocopy charges are Rs. 2 per page for A4/A3 size papers as well as for printed publications. For bigger sized pages the actual cost will be charged from the applicants. The cost for seeking information in a floppy or CD is Rs. 50. There is no fee for the first hour of inspection after which the fee is Rs. 5 for every hour. The mode of payment of fees is either by cash, bank draft, pay order or non-judicial stamp.

Processing appeals

The Act contains a two-step appeals process. First, if an applicant is aggrieved by the actions of a PIO, he/she can appeal to an Appellate Authority, which is defined as an "officer senior in rank to the PIO". Bihar government has prescribed appeal fees at the first stage. Initially this was Rs. 50 per appeal, which was reduced to Rs.10 on 29 November 2006. If the applicant is still unhappy after making a complaint to the Appellate Authority, he/she can either send a second appeal or a complaint to the Central/State Information Commissions. If the appellant is still unhappy with the outcome of his/her complaint, he/she can appeal to the High Court or the Supreme Court.

Penalties

Every PIO (or officers from whom the PIO requested assistance) can be penalized Rs. 250 per day up to a maximum of Rs. 25,000 for not accepting an application; delaying information release without reasonable cause; denying information in bad faith; knowingly giving incomplete, incorrect, misleading information; destroying information that has been requested or obstructing furnishing of information in any manner. Disciplinary action under the relevant service rules may be initiated against officials for persistent violation of this Act.

Monitoring and Education

The Act requires that each Central/State Information Commissioner produce an annual report on the implementation of the Act, which is to be presented to the Parliament/Vidhan Sabha respectively. In support of this, each Ministry or Department is required to collect and provide such information to the relevant Information Commission as is required to prepare the report. The Information Commission may also provide recommendations to any authority specifying the steps that, in its opinion, ought to be taken to promote compliance with the Act.

The Act also specifically requires that Governments must, to the extent of available financial and other resources, organize educational programmes for the public, in particular for disadvantaged communities and encourage public authorities to do the same; produce a User's Guide on the Act for the public; promote timely and effective dissemination of accurate information by public authorities; and train PIOs and produce other relevant training materials.

This session focused on the Right to Information Act, 2005 (see Annex for the agenda). A question-answer session on the law was done after a presentation on the salient features of the law. This raised a lot of doubts and issues on various aspects of the implementation of the law.

Question-answer session on RTI Act 2005

1) How many questions can be asked in one application?

The Act does NOT permit rejection of an application simply because it relates to a large number of documents. In any case, in practice officials should consider the processing of applications as a cooperative activity, such that the official should work with the applicant to assist them to get the information they need. In that context, where a large number of records are involved or a lot of information has been requested, the PIO can contact the requestor and clarify their request to see if they can reach a negotiated solution that will give the requestor what they want without unnecessarily burdening the PIO. This recognises that in some cases at least, a broad application may be submitted simply because the requestor was not sure what was available.

2) Under RTI can we ask for information about the District Magistrate, Mukhiya and other officials?

We can ask for any information regarding the District Magistrate, Mukhiya or any other officer except for those which are personal in nature as per s. 8(j). Information regarding powers and duties of officers and employees, monthly remuneration received by them and other related information have to be proactively disclosed by each public authority (s.4).

3) What do we do if the PIO does not receive the RTI application?

In case of information related to central government applications can be sent to the Assistant Public Information Officers specially appointed for the purpose in 846 post offices throughout the country. Moreover, as per the RTI Act, every department must put up a board with the names of the PIOs, APIOs and the Appellate Authority in the department. If RTI applications are not received by the PIOs, then the application can be sent by registered post, speed post or by under certificate of posting. In all these cases the applicants will have proof of the fact that they had sent the application by post. Alternatively the applicant can send a complaint (under s.18) directly to the State Information Commission stating the fact that the application is not being received by the PIO.

Working Session 2: Group Exercise

Towards the end of the first day the participants were given tasks to work on overnight in groups. They were asked to discuss on the following issues in groups which were formed according to the districts represented in the workshop:

1. According to RTI Act 2005, what kinds of information have to be given proactively by the government departments?
2. If information is not disclosed proactively, what can you do?
3. What are the different kinds of problems in your area for which you would require information using RTI Act?
4. Which department has this information?
5. What is needed in order to inform citizens about RTI and what can be your contribution in this respect?

Day Two

The second day of the workshop began with a prayer followed by group presentations (district-wise) which had been prepared over night by the participants. The presentations were based on the 5 questions given to them on the previous evening (see above). A total of 6 presentations were made by participants from the following districts: a) West Champaran, b) East Champaran & Khagaria, c) Sitamarhi, d) Saran, d) Muzaffarpur and f) Nawada. A compilation of the presentations highlighting the types of information which are generally sought by the people and the concerned government departments is given below:

RTI Act can be used for accessing information related to the following issues:

- List of beneficiaries of the National Rural Employment Guarantee Scheme (NREGS) and the expenditures made; facilities being provided at the work site;

- Funds allocated to Gram Panchayat and list of schemes implemented;
- Problems related to the education system;
- Food distributed in *anganwadi* centres;
- Development schemes at the Gram Panchayat level, especially *Indira Awas Yojana*, *Annapurna Yojana*, *Antodaya Yojana*, old-age pension, widow pension.
- Bank accounts;
- Number of disabled persons in Sitamarhi district and the benefits being given to them by the government;
- Education facilities for children in the age group of 5-14 years;
- List of people living below the poverty line in Sitamarhi district;
- List of beneficiaries of the Indira Awas Yojana scheme in Sitamarhi district;
- Information related education, health, roads, electricity, water, public distribution system, toilets, employment;

Departments/officers from where information would be accessed:

- Office of the Block Development Officer;
- Offices of the Block Education Officer and District Education Officer;
- Department of Education at the state level;
- Office of the Deputy Development Commissioner;
- *Bal Vikas Pariyojana Adhikari*;
- Secretary of Gram Panchayat, Panchayat Samiti and Zila Parishad;
- Head Office of the bank and *Zila Agrani shakha*;
- Health department;
- Animal Husbandry department;
- Welfare Department;
- Agriculture Department;
- PWD Department
- Irrigation Department and PHED;
- Rural development department;
- Electricity department;

Working Session 3: Drafting Information Requests under the RTI Act and tips for improving quality of applications

This session saw the participants working in groups and drafting applications for information requests. A sample application format- Form A as prescribed in “The Bihar Right to Information Rules, 2006 (see Annex 4) was given to each group to refer to. At the end of each group presentation tips for improving the application letter was suggested by the resource persons as given below.

Points to be kept in mind while framing an application for information request

- Every application under Section 6(1) of the RTI Act must be addressed to the PIO of the concerned department. It is not necessary to mention the name of the PIO as that person can get transferred to another department;
- Avoid using abbreviations while writing an application. For example, SHGs must be written as “self-help groups”;
- Before writing the application, the applicant must be clear about the purpose for which he or she is seeking information. The purpose however, must not be stated in the application letter;

- The information request must be as precise as possible and the duration/period for which information is being asked for must be clearly stated. It is always more helpful to ask for information which is close to the current period, so that the information can be verified;
- Always be clear about the geographical area or geographical jurisdiction for which information is being sought. For example, it must be clearly specified as to which Gram Panchayat/block/ district/municipality related information is being sought;
- Ask for information which can be verified;
- Getting information from the public authority is not an end in itself. The citizens must be sure as to what they will do with the information received.

Working Session 4: Presentation of case studies on the use of RTI by citizens

After tea on the second day, the resource persons shared real life stories on the successful use of RTI. In this session, Ashok Kumar Singh and Rakesh Ranjan shared successful case studies on how ordinary citizens have used RTI for personal benefits as well as to unearth corruption. The case studies presented in this session were mainly from Bihar and Madhya Pradesh (see annexure 2 for details on case studies).

Working Session 5: Future Action Plan of the Participants

In this session, the participants outlined their Action Plan over the next few months as given below:

CSOs	ACTIVITY	INPUT	TIME FRAME	OUTCOME	RESPONSIBLE PERSON
IKARD	Awareness	Village meetings, Nukkad natak, wall writing, pamphlet distribution,	3 months		IKARD
	Training	Representatives of the Panchayats, CSOs, public leaders, social workers	3 months		IKARD
	Applications	Block and panchayat levels	3 months		IKARD
	Public Advocacy	Analysis of the information for advocacy and sharing of information with the concerned authorities	3 months		IKARD
	Public monitoring	With the help of SHG members, farmers groups, trade union leaders	3 months		Peoples participation
Nav Jagriti	Awareness	Nukkad Natak, posters, pamphlets distribution, wall writing, media	June to November		Nav Jagriti
	Training	Workers of the organization, self help groups, panchayats and the villagers	July to November		Nav Jagriti
	Applications	RTI applications by the organization, members of the	July to November		Nav Jagriti

	Documentation	groups and members of the panchayat By the organization	July to November		Nav Jagriti
	RTI Group	To form a network of RTI activists at the block government	October		Nav Jagriti
	Proactive Disclosure	First in the organization, pressurize the government	November		Nav Jagriti
	Social Audit	Of the organization and of government schemes			Nav Jagriti
Fakrina Sisters Society	Training of NGO staff	Folders, booklets	May	Awareness on RTI	Rehmat Khan
	Awareness	Distribution of pamphlets, public meetings, street plays Meetings/training with the PRI members	June & July August & September	Filing of applications by villagers Increased knowledge on RTI by PRI members	PACS animators Rehmat Khan
	Identification of Issues and Problems	Meetings with villagers and self help group members	October to December	File RTI applications on identified problems	Problem solving committee and Kshetriya Pariyave kshak

Sacred Heart Society	One-day training of animators	RTI books and other materials	May	Increased knowledge on RTI among the workers	Harishan ker
	Awareness generation campaign	Pamphlets, screening of films, CDs, cassettes, street plays, meetings with media	June and July	Awareness on RTI in public	Harishan ker
	Awareness amongst panchayat representatives	Relevant documents, applications and departmental knowledge, posters and other IEC materials	June and July	Filing RTI applications started	PACS Animator
	Provide information regarding processes of filing RTI applications among <i>mahila mandals</i> , Identification of probles	Inputs on writing RTI applications and IEC materials	August and September	Filing RTI applications started	Harishan ker and PACS Animator
Alpsankhayak Utthan evam Kalyan Samiti	Meetings with SHGs	Posters and pamphlets	June and July	2 women file RTI applications for getting benefits Indira Awas Yojana scheme and 5 women file applications for other social benefits	AUKS, Mahboob Sanjeet, Sunita
	Meetings with Mukhiyas of Gram Panchayats and meetings with village youth	Posters and pamphlets on RTI	August		AUKS, Mahboob Sanjeet, Sunita

	<p>Work intensively with advocates and representatives of NGOS</p> <p>Wall writing, public meetings</p> <p>Rally and padayatra</p> <p>Inspection of files under RTI Act</p>	<p>Posters, pamphlets, street plays</p> <p>Banner</p>	<p>September</p> <p>October</p> <p>November</p> <p>December</p>	<p>Villagers will get involved</p>	<p>Coordinator and NGO staff</p> <p>NGOS, staff and co-ordinator</p> <p>NGOS, staff and co-ordinator</p>
<p>Gramin Swasthya Sewa Kendra</p>	<p>Awareness/ training programmes/ TOT for SHG members, PRI members, government representatives</p> <p>Documentation of the process starting from the first awareness programme to the end of the project</p> <p>Formation of RTI group</p> <p>Budgeting</p>	<p>IEC material distribution</p> <p>Construction</p> <p>Details of budget not known. This will be sent after allocation of funds for the RTI programme</p>	<p>July onwards</p> <p>End of this year</p>	<p>PIOs, APIOs, others at the district/block level</p>	<p>Increase in awareness of SHG members, PRI members and government representatives</p>

Abha Society	Training of NGO workers	Materials for awareness raising	May	Increase the knowledge base	Co-ordinator
	Awareness generation	Meetings , workshops, distribution of pamphlets	June to August	Increased knowledge	Staff Organization staff
	Meetings with mahila mandals at the panchayat and blk level	Street plays, poster exhibition, pamphlets, slogans, video shows	June to August	Awareness about RTI	Staff of the organization
	Meetings with the panchayat representatives	IEC materials	June	Increased knowledge	Organization staff
	Encourage people to file applications under RTI	Application forms, information about appeals and complaints mechanisms	From June onwards	Filing of RTI applications in different departments	Organizations' staff
Vikas Vihar	TOT and other RTI workshops	Training material, resource person, financial support	June	Trained staff	Secretary
	Workshops with PRI members & government officials	Training material, resource person, financial support	Last week of June	Awareness on RTI	Secretary
	Meetings with SHG members	I.E.C. materials	July	RTI applications to be filed	Animator
	Meetings with villagers	Street plays, IEC materials, posters, pamphlets	July	Awareness and application filing	Organisations staff
Mahila Vikas Samiti	Awareness among women	IEC materials, pamphlets and posters		To ask for their rights	Organisation
	Applications	Help in drafting and filing applications under RTI			Organisation
	Workshops for the	Resource persons			Organisat

	public and government officials				ion
BHARTIYA VIKLANG SANG	<ul style="list-style-type: none"> • SHGs and women in particular • Training for RTI • Co-operation from the public representatives 	<p>Posters, pamphlets, street plays, training</p> <p>Meetings with public</p> <p>Applications</p>	Once a month	<p>Increase in awareness of RTI among women</p> <p>Make the officers easily available</p> <p>Make the system more transparent</p>	<p>Organization</p> <p>Organization</p> <p>Organization</p>
Shakti Vardhani	<p>Organise meetings with SHG members thrice a month</p> <p>Distribution of IEC materials among SHG members</p> <p>Street plays, awareness camps, training camps for SHG and PRI members</p> <p>Pamphlets, posters, wall writing,</p> <p>Formation of a RTI team from SHG members who will raise awareness on RTI as well as monitor implementation of RTI</p> <p>Organise trainings on RTI for advocates, NGO staff, retired government officials followed by working</p>		<p>June , July and August</p> <p>September October</p> <p>November, December</p> <p>October, November</p> <p>October, November</p>	RTI awareness	<p>Coordinator</p> <p>Co-ordinator, staff</p> <p>Field workers</p> <p>Coordiant or</p>

	<p>on proactive disclosure at the village level</p> <p>Inspect government files and records in select government departments</p> <p>Documentation and analysis of the work done</p>		<p>December</p> <p>December</p>		<p>Newly formed RTI team</p>
<p>Jan Vikas Samiti Will work on RTI in 19 villages of 3 Gram Panchayats</p>	<p><u>At the Block level:</u> Organize two-day RTI workshop Set up an Information Centre;</p> <p><u>At the panchayat level:</u> Organize one day Seminars in panchayat bhavan or school ; Open information centers;</p> <p><u>At the village level:</u> Plays in villages and markets; Involve educated people in villages, journalists, citizens, Mukhiya, government officials</p>	<p>Posters, hand bills, CDs, booklets, banners will be used for awareness generation and training</p>			
<p>National Development and Social Welfare Council (Rashriya Vikas evam Samaj Kalyan Parishad)</p>	<p>Meetings with SHG members-first week of every month</p> <p>Meeting with members of PRIs – second week of every second month of quarter</p>	<p>Audio-visual Screening of relevant documentary films, distribution of hand bills and pamphlets</p> <p>Distribution of information materials in Hindi and Urdu,</p>	<p>June-august</p> <p>June to august</p>	<p>Awareness and capacity building-no. of persons filing RTI applications</p> <p>Sensitization and capacity building and encourage to file applications</p>	<p>District co-ordinators</p> <p>Chief functionary, dist. Co-ordinators</p>

	Meetings with office bearers of SHGs – third month of every quarter			Awareness and encouragement	District coordinators
Vishal Janmahila Kalyan Kendra	Training	Opening of the training institute for the disabled Training on NREGA		Awareness on RTI	Organisation

Workshop evaluation by the participants

The participants gave feedback on the workshop by filling up an evaluation form which have been analysed and summarized as given below. The points given below are based on the evaluation done by 23 participants.

Suggestions for improvement in the workshop:

- The duration of this workshop should be from between 3 to 5 days and it could have been conducted in a better manner.
- Panchayat Sewaks and Mukhiyas need to be similarly trained about RTI Act 2005;
- More time should have been spent on discussions on the RTI Act in order to understand all the key sections and clauses;
- The elected representatives of Panchayati Raj Institutions as well as government officials could also have been invited to this workshop as it would be beneficial for them;
- Two days is not enough for the workshop, the duration should be increased and there must be proper follow-up on the action plans;
- There should have been more discussions about the problems in rural areas and link these to RTI;
- Copies of the application form of Bihar government in Hindi should have been distributed to all the participants;

Feedback on the learning materials distributed and their usefulness:

- The materials received, especially the pamphlets will help us in spreading awareness about RTI in the rural areas;
- Appreciated the information and knowledge imparted by the resource persons;
- The learning materials would be useful for other colleagues and will help in understanding the RTI Act and related issues. They are very useful guidance notes for us and will assist in informing others about RTI;

- All the materials and the User Guide and Apna Panna were very useful. They can be easily understood by grassroots NGO workers and will help in the organisation's work;
- Some of the materials would be kept in the Panchayat Resource Centres. They would also be shared with the media as well as with village groups;
- The materials would be distributed among colleagues and self-help group members;
- The materials especially the rules and the Act are very useful as we got to know about the application and appeals processes;
- So far we had incomplete information about RTI – these materials provide us detailed information about RTI.

Sessions appreciated with reasons:

- I appreciated the second day's sessions as there was a lot of interaction and discussions which led to better understanding of the issues around RTI and link them with our on-going projects;
- The lecture session on the salient features of RTI Act 2005 was liked as it helped us in knowing about the key sections in the Act as well as the rules; the different provisions of the Act were explained well;
- The presentation on case studies was appreciated as it helped us in knowing that RTI is being beneficial for citizens in different places; these examples can help in increasing peoples' confidence on RTI;
- The session on drafting RTI applications in small groups and presentations was appreciated;
- All sessions were useful;
- The session on future action planning was found to be useful;
- The first session on the history of the RTI movement in India followed by the detailed presentation on RTI Act was informative;
- Interactive sessions which enabled the participants to express their views and take part in the discussions was appreciated;
- Appreciated the discussion on the application process in accessing information from government;
- Liked the films shown on RTI as it gave us confidence on the Act and how it can benefit the people;
- A lot of information was given in the two-day workshop;
- Appreciated the manner in which the resource persons delivered the lectures and gave information;

Session which was not much appreciated with reasons:

- There was not enough discussion and analysis after the presentations made by the small groups on the implementation of RTI Act and their experiences;
- Certain discussions took up more time. For example the discussion on the Singur case in West Bengal when information was denied to the applicants was found to be lengthy;

Use of RTI in the organisation's work in future:

- Spread awareness about RTI and its importance in the rural areas and inform them about the key provisions in the RTI Act and rules. Use of posters, pamphlets, street plays, meetings and other mass awareness generation techniques such as wall writing would be used for this purpose;
- Take RTI to the masses and inform them about RTI Act and the rules;

- RTI would be used to solve problems of people living in the rural areas. For this purpose RTI applications will be filed to access information;
- Inform people about governments duty to proactively disclose information;
- Organisation will take up the issue of RTI on a campaign mode with the purpose of informing citizens about their right to access government-held information;
- Efforts would be made to spread awareness about RTI to all people in the organisation's field area and provide them the necessary support to use this tool to access information;
- Organisation will take up awareness generation activities on RTI in the field areas in the districts of Muzaffarpur, West Champaran, Vaishali and Sitamarhi districts. After this RTI applications would be filed with concerned department;
- Organise a workshop on RTI for key target groups followed by mass awareness campaign;
- Set up Information Resource Centres at the panchayat level;
- File RTI applications with PIOs of different departments;
- Inform self help group members and members of clusters about RTI on a regular basis and help the poor to use RTI in order to get the benefits as promised by the government
- Orient and train government officials on RTI;
- Orient other colleagues in the organisation about RTI and draw up a detailed action plan;
- Provide assistance and support to the poor in demanding their rights by using RTI and spread awareness amongst them;
- Organise awareness generation camps at the community level;
- Inform people about the application process in accessing information using RTI;
- Organise RTI workshops/seminar for the public;
- Organisation will contribute to better implementation of RTI;
- Motivate people to understand and use RTI Act;
- Enable self-help group members to use RTI to access information;
- Provide people with copies of the RTI application forms and inform them about the application process;
- Share successful case studies on use of RTI by ordinary citizens in order to enable people understand its value and importance;

Rating of the workshop:

1 : Bad	2: Not so bad	3: Satisfactory	4: Good	5: Very Good
		1	12	10

ANNEX 1

**Capacity Building Workshop on
Right to Information Act 2005**

Bihar

18-19 May 2007

**Organised by: Commonwealth Human Rights Initiative (CHRI), New Delhi
& PACS Programme, Bihar**

Venue: Sewa Sadan, Muzaffarpur

AGENDA

Day 1: Friday, 18 May 2007

9:00 – 9:30 am

Registration

9:30 – 10:00 am	<ul style="list-style-type: none">▪ Welcome▪ Introduction of the event and its objectives▪ Introduction of the Participants and expectations from the workshop	CHRI
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11:00 – 11:15

Tea

Session: The Right to Information Act 2005

11:15 – 12:00 pm	Presentations on: <ul style="list-style-type: none">▪ Importance of using the RTI law and the history of the RTI movement in India▪ Presentation on the Right to Information Act, 2005▪ Open discussion	Rakesh Ranjan and Sohini Paul, CHRI
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1:00 – 2:00 pm

Lunch

Session: RTI Act 2005 and case studies

2:00 – 2:30 pm	<ul style="list-style-type: none">▪ Screening of a film on RTI	
2:30 – 3:00 pm	<ul style="list-style-type: none">▪ Continuation on the presentation on the RTI Act	Sohini Paul and Rakesh Ranjan

3:00 – 3:30 pm	<ul style="list-style-type: none"> ▪ RTI fee rules in Bihar 	Ashok Kumar Singh
3:30 – 5:30 pm	<ul style="list-style-type: none"> ▪ Presentation of case studies on the use of RTI ▪ Open Discussion 	Ashok Kumar Singh and Rakesh Ranjan

Participants were given tasks to work on overnight and present on the second day

Day 2: Saturday, 19 May 2007

Session: Drafting RTI applications

9:30 – 9:45 am	<ul style="list-style-type: none"> ▪ Recapitulation by the participants 	
9:30 – 11:00 am	<ul style="list-style-type: none"> ▪ Group presentations on 	

11:00 – 11:15 am Tea Break

11:15 – 1:00 pm	<ul style="list-style-type: none"> ▪ Participants work in small groups to draft RTI applications ▪ Presentation on draft applications and feedback 	Moderated by CHRI and Bihar Rajya Suchna Adhikar Prahari
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1:00 – 2:00 pm Lunch

2:00 – 3:00 pm	<ul style="list-style-type: none"> ▪ RTI and proactive disclosure 	Rakesh Ranjan
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3:00 – 3:15 pm Tea Break

Session: Presentation on case studies and developing a future action plan and strategy

3:15 – 4:00 pm	Sharing of case studies on the use of RTI in Bihar	Ashok Kumar Singh
4:00 – 5:30 pm	Formulation of future plan and strategy & Workshop Evaluation	CHRI

ANNEX 2

CASE STUDIES ON USE OF RTI BY CITIZENS

Case Study 1: RTI restores people's right to water in Keolari

Keolari village situated within the jurisdiction of Katni *janpad panchayat* in Katni district, Madhya Pradesh, is home to about 2,500 people. Munnalal Patel is an elected Panch (member) of the Keolari *gram panchayat*. His father had donated an open well to the *panchayat* in 1997 hoping that it would be maintained by them for people's use. This well situated on the edge of the public road that leads to the *panchayat* office is one of the only two sources of potable water available within Keolari. The second is a tube well sunk for the use of the government run middle school situated nearby. A third source – another open well – is situated on the outskirts of the village at a distance of more than 1 km from the *panchayat* office. Except for a handful of rich families which own private tube wells on their property, most of the residents of Keolari depend on the well located in the middle of the village.

In December 2006 Munnalal began constructing a house on a small plot of land adjacent to this public well. On the 11th of the same month he encroached upon almost 10 ft of land belonging to the *panchayat* and constructed a boundary wall around the well in a bid to claim it for himself. Villagers whose access to the well was cut off tried to reason with Munnalal, in vain.

Later the same day, about 65 villagers drafted a complaint letter against this encroachment and submitted it to the Sarpanch. The Sarpanch Smt. Panchhibai Patel maintained that there was no case of encroachment and that Munnalal had acted within his rights on his own land. Not willing to be cowed down by the inaction of the Sarpanch the complainants posted copies of their complaint to the Tehsildar and the chief executive officer of the *janpad panchayat* praying for remedial action. Neither officer bothered to respond to the complaint.

On 9 January 2007 a *samsaya nivaran shivir* (public grievance redressal camp) was held in Keolari. Such camps are routinely organised by the district administration to help resolve problems of villagers on the spot. This camp was attended by senior officials various departments. Villagers filed their complaint about the encroachment of *panchayat* land and the illegal take over of the public well by Munnalal. No action was taken on this complaint. It seemed like the entire administration was colluding with the wrongdoer.

Two days later the disappointed villagers sent their complaint to the District Collector. No action was taken at this level either. Meanwhile Munnalal began threatening the families of villagers who had signed on the complaint. Fed up with the inaction of the *gram panchayat* and *janpad panchayat* officers the villagers managed to get the local editions of popular hindi newspapers like Dainik Bhaskar and Navbharat to publish this story. Even this move did not have any effect on the administration. Deprived of access to the common well, residents began drawing water from the tube well situated at the village school. Munnalal and his henchmen began troubling the women relatives of the complainants who walked up to the tube well to fetch water. When authorities refuse to take action against wrongdoers they only end up providing a cloak of impunity to the latter.

Ravi Patel, one of the complainants heard about RTI at an awareness camp organised by the Madhya Pradesh Suchana Adhikar Abhiyan¹ in a nearby village. On 21st February he visited the office of Sandhan, the secretariat of the Abhiyan situated in Katni, seeking advice for solving Keolari's problem. Volunteers of the Abhiyan coached him in the uses of the RTI Act and helped him draft an information request. In his application Ravi Patel asked the following questions –

- 1) Name and designation of the officer who was responsible for taking action on the complaint filed by the 65 signatories.
- 2) Daily progress report of action taken to investigate the complaint.
- 3) Name and designation of all officers who are empowered to take action on the basis of such complaints.
- 4) What action would be taken by the administration against officers who were negligent to take action on the complaint?
- 5) The period within which action would be taken to clear the illegal encroachment on *panchayat* land and end illegal custody of the public well.

Ravi Patel and Vishwajeet Maity, an Abhiyan volunteer managed to submit the application at the *janpad panchayat* office on 22 February. However when they visited the Tehsildar's office to file a similar application they met with resistance. The Tehsildar reasoned that the information they sought was exempt from disclosure under Section 8, so there was no point to accepting the application. Dr. Rakesh Ranjan, Convenor of the Abhiyan visited the Tehsildar's office the next day to find out why he had refused to receive the information request. He demanded that the Tehsildar record his refusal in writing as requestors had a right to know the reasons for refusal. The Tehsildar, hard pressed by the persistence of Ravi Patel and the Abhiyan, assured them that he would investigate the complaint and that there was no need to file the RTI application.

Not to give up easily, the requestors and the Abhiyan volunteers demanded that he reply to the RTI application first instead of acting upon the complaint. They also warned him that they would write to his senior officers about his lack of compliance with the RTI Act. Fearing the possibility of a penalty and disciplinary action under the RTI Act, the Tehsildar agreed to receive the information request and advised the applicant and the Abhiyan volunteers to come back to his office on 10th March for a reply. He also summoned the Deputy Tehsildar and the Revenue Inspector in their presence and rebuked them for not acting upon the complaint.

Meanwhile Ravi Patel wanted to strengthen their case with documents to show that the disputed well was indeed common property. He filed an RTI application with the secretary of the *gram panchayat* seeking copies of the gift deed signed by Munnalal's father and details of any funds spent by the *panchayat* on the maintenance of the well. Ravi Patel received the requested information within two days. The documents showed that Munnalal's father had indeed gifted the well to the *panchayat* in 1997. The

¹ Dr. Rakesh Ranjan is Convenor and Vishwajeet Maity, an active volunteer of the Madhya Pradesh Suchana Adhikar Abhiyan – a network of advocates and activists working to spread awareness about RTI in more than 20 districts. CHRI works with the Abhiyan to build capacity of civil society to use RTI to improve governance in Madhya Pradesh.

panchayat had spent Rs. 11,608/- in July that year for strengthening its platform and walls.

Armed with this information, volunteers of the Abhiyan visited Keolari on 23rd February to collect photographic evidence of the encroachment and the illegal occupation of the well. They were pleasantly surprised to see the Revenue Inspector and the village *patwari* taking measurements of the disputed property. They categorically told Munnalal that he had illegally encroached on *Panchayat* land and taken custody of the well. They served a notice on him requiring him to demolish the wall within a week. If not the *panchayat* would demolish the wall and realise the demolition related expenses from Munnalal.

Ravi Patel visited the office of the Abhiyan on 28th February with the good news that Munnalal had begun demolishing the wall. Villagers were able to collect water from the well as before. Ravi Patel is waiting for 10th March to collect the information from the Tehsildar's office

Meanwhile Munnalal's brother continues to threaten people for complaining to the authorities. But the villagers are not so scared like before because they have realised they have the power of RTI with them now. They have learnt that when nothing else succeeds, RTI will help them force the public authorities to work according to the established rules and norms. They have succeeded in protecting their fundamental human right to water using their right to information as a tool.²

Case Study 2: Kaayam churna or Gaayab churna? RTI unearths corruption in the procurement of medical supplies in a PSU

Rumours of corruption in South Eastern Coalfield Limited (SECL) are neither rare nor recent. Until the coming of the RTI Act people had no way of verifying these allegations. After all SECL has been proudly announcing on its website its unique record of earning profits ever since its inception in 1986. This public sector undertaking is the single largest producer of coal amongst the eight subsidiaries of Coal India Ltd. In 2005-06 alone SECL extracted 83.02 million tons of coal from its mines situated in the districts of Shahdol, Umaria and Anuppur in Madhya Pradesh and Bilaspur, Korba, Korba, Raigarh and Surguja in Chhattisgarh. SECL has claimed total sales worth Rs. 7127.19 crores during the same year, and earned a pre-tax profit of Rs . 1,286 crores (post tax profit = Rs. 264.67 crores). One would hail a company with such an impeccable earning record as a shining example of the robustness of the fast shrinking public sector in India. But a team of committed citizens have begun shining the torch of RTI on dark deeds within SECL seemingly buried away underneath mountains of coal dust.

Sunil Chaurasia and Narendra Devangan both belonging to Anuppur , Madhya Pradesh and Satish Gupta of Manendragarh from Korba district of Chhattisgarh filed RTI applications with the PIO of SECL situated at its head office in Bilaspur during the months of February – April 2006. They sought the following information–

- 1) Names of all medicines procured by SECL for distribution through its primary health centres and its OPD clinics in the Hasdev coal mines area during the

² The case study has been compiled by Venkatesh Nayak, CHRI.

financial year 2005-06. (They cater exclusively to the employees of SECL and their families)

- 2) Quantity of medicines procured during the same period.
- 3) Supply price of each item.
- 4) Copies of all purchase orders issued by SECL for these medicines.
- 5) Name and contact details of suppliers who bagged the purchase order.

All three applicants received the requested information within the 30 day deadline stipulated in the RTI Act. The records showed that SECL had issued two purchase orders worth a total of Rs. 4,47,422/- to a certain R S Trading Company on 02 November 2005 for supplying ayurvedic medicines such as rajwadi chyawanprash, basant kusumakar ras, svarna bhasm, massage oil, divya hair oil, sona-chandi chyawanprash, shilajit capsule, paurush jeevan capsule, chintagani ras, makardhani vari and many other ayurvedic items :

(P.O.#SECL/HSDArea/MMW/SO/05/06/Ayurvedicmedicines/479 and P.O.#SECL/HSDArea/MMW/SO/05/06/Ayurvedicmedicines/480).

Two more purchasing orders were issued on the same day to two more companies namely, Messrs. Sampath Kumar Lakshminarayan of Manendragarh in Chhattisgarh (P.O.#SECL/HSDArea/MMW/SO/05/06/Ayurvedic medicines/482) and Soni Medical Store of Dhanpuri in Madhya Pradesh (P.O. SECL/HSD/MMW/SO/05/06/Ayurvedic medicines/481) for supply of ayurvedic medicines worth – Rs. 99,786.90 and Rs. 1,20,387.50 respectively. Apart from the medicines mentioned above these companies were asked to supply jhandu soap herbal, trishul tablets, kamoddeepak churna (can it be any more explicit than this), sundari kalp forte, rose water and the commonly used disinfectants like savlon, dettol and phenyle. All P.O.s had been signed by the Chief General Manager.

Armed with these documents our RTI trio worked for several weeks crosschecking the data along with a team of about 25 committed volunteers. The P.O.s issued to R S Trading Company mentioned its contact details as a shop situated behind State Bank of India at Manendragarh , Chhattisgarh. Satish scoured the entire area but did not find any trace of the supplier. Soni Medical Store turned out to be a small retailing store operating on a floor space of 10ftx10ft and the salesperson had no clue about the supply of such a huge order. Fictitious companies were shown as suppliers of luxury items in the name of procurement of medical supplies.

Next, the volunteers cross checked the rates at which the medicines had been supplied only to find that the retail outlets sold the same items a lot cheaper. Given below is a comparative table of the retail rates and the rate at which the medicines were supplied to SECL:-

Item	Size	Retail rate in Rupees	SECL Supply Rate in Rupees
Amrutanjan balm	10gm	15/-	20/-
Kayam churna	100gm	33/-	46/-
Paurush Jeevan capsule	Strip of 10	20/-	28/-
Sesha hair oil	100ml	88/-	185/-
Sona chandi chyawanprash	1kg	185/-	280/-
-do-	1/2kg	105/-	155/-
Rose water	30ml	10/-	15/-
Banphool oil	200ml	68/-	96/-
Noorani oil	100ml	30/-	44/-
Jaitul oil	50ml	30/-	35/-
Rajwadi chyawanprash	1kg	340/-	440/-
-do-	1/2kg	187/-	250/-
Aglari	100ml	33/-	47/-
Savlon	100ml	23/-	25/-
Dettol	100ml	17/-	21/-
Phenyle	500ml	33/-	56/-

Only one item, namely, Trishul tablets were supplied at a price lower slightly lower than the retail price (Rs. 8/- and Rs. 10/- respectively). During 2005-06, SECL had allocated Rs. 99,78,690/- for its medical budget. The total value of the four purchase orders released under the RTI Act was Rs. 6.67 lakhs. The extent of money lost due to corruption remains to be calculated.

Sunil published the details of these findings in the Koylanchal Times a current affairs magazine popular in the coal mining belt of MP and Chhattisgarh that he published every month. In August, officials of the Vigilance unit of SECL contacted him to hear learn first hand, the story of the findings of the RTI team. Nothing much was heard for a few months afterwards. Upon making informal enquiries with SECL about the progress of the case Sunil found out that the Vigilance unit had instituted a formal investigation. The Chief Finance Manager and the Materials Manager seem to have been chargesheeted in the case and inquiry proceedings are said to be going on.

Sunil, Narendra, Satish and their team of volunteers are elated at these developments. Their painstaking efforts have awakened potential whistleblowers within SECL. An employee of the company in the Hasdev mines area, who spoke with the activists on condition of anonymity, told them that they had merely succeeded in scratching the surface. Corruption in the procurement of medical supplies is deeper and murkier than what has been unearthed. It has been alleged that several batches of medicines supplied to the OPDs and PHCs are well past the expiry date or will become useless in less than six months. The activists are now planning to request spot inspection of the stock of medicines to verify the facts themselves. They are also planning to apply to the

Vigilance unit of SECL under the RTI Act seeking a progress report of action taken on the basis of their findings.³

Case Study 3: RTI helps Majloom in getting his house constructed

Majloom Nadaf is a rickshaw puller who lives in Macdhi village (Gram Panchayat Sukesh, Jhanjharpur block) in Madhubani district of Bihar. He is 70 years old and belongs to the BPL category. Majloom did not have a house to live in, because of which the Gram Sabha had included his name in the list of beneficiaries for the Indira Awas Yojana scheme five years back. In spite of this Majloom did not get the money to construct his house under this scheme as he did not pay Rs. 5000 as commission to the Mukhiya and the Panchayat Secretary. Over the last 5 years Majloom made several complaints to the BDO who did nothing except for telling him to meet the Gram Panchayat Mukhiya. Ultimately, Majloom came in contact with a RTI helpline centre which had been set up at Jhanjharpur and was being run by an organization called Society for Awareness and Development. On 7 April 2006 Majloom filed a RTI application with the Civil SDO at Jhanjharpur. In his application he asked for the following information:

- 1) Why did I not get my allotment for a house under the Indira Awas Yojana?
- 2) Provide me a list of beneficiaries of Indira Awas Yojana for the last 5 years
- 3) Provide me a certificate stating that I am economically better off than the person who benefited in my Gram Panchayat

The Civil SDO at that time had not heard about Right to Information Act. After being oriented about the Act by the local organization, the SDO referred Majloom's case to BDO, Jhanjharpur asking him to take immediate action and provide the information requested to the applicant. However, the BDO did not get any cooperation or response from the concerned Gram Panchayat Mukhiya. As a result he decided to allocate money to Majloom to help him build his house. The first installment was paid to him on 27 April 2006. It was given by the BDO who visited him in his village and handed him the cheque. This was the first case in Bihar where the Right to Information Act helped a poor person in getting the de benefits from the government.

Case Study 4: Laxman Mandal gets benefits of Indira Awas Yojana

Laxman Mandal is 55 years old and suffers from tuberculosis. He lives in Simera Gram Panchayat, Jhanjhapur block, Madhubani district. It was because of his ill health that he had to give up his work as a rickshaw puller sometime back. He has three young children who are all deaf and dumb. In spite of the fact that his family is one of the poorest in the village, and they live in a *kutch*a house, Laxman did not get benefits of the Indira Awas Yojana. Ashok Kumar Singh a RTI activist based at Jhanjharpur happened

³ Narrative is by Dr. Rakesh Ranjan of Madhya Pradesh Suchna Adhikar Abhiyan and Venkatesh Nayak, CHRI. Sunil, Narendra, Satish and their team of volunteers are all active members of the Madhya Pradesh Suchana Adhikar Abhiyan (MPSAA). CHRI works with the Abhiyan to spread awareness about RTI in Madhya Pradesh.

to meet with Laxman Mandal at the Mukhiya's house. Laxman had come there to request the Mukhiya to allot money for him to construct a house under the Indira Awas Yojana. The Mukhiya however, refused to talk to him and treated him quite badly. It is then that Ashok Singh asked Laxman to meet him the next day at the Free Legal Aid Centre set up by him in the Court Complex at Jhanjharpur. On 1 November 2006 a RTI application was filed by Laxman Mandal at the office of the Block Development Officer, Jhanjharpur. After getting the application, the BDO himself verified the status of Laxman's eligibility for the scheme and ordered the Mukhiya to release the money for constructing the house. Currently his house is under construction.

Case Study 5: Rataniya Bai Choudhary gets her widow pension: Madhya Pradesh

Rataniya Bai is a poor woman with 5 children to look after. She does not own any land and does not have a job. They live in a *jhopri* and earn their living by begging. After her husband's death in 2002 the Gram Sabha decided to include her name in the list of beneficiaries of the widow pension scheme. In spite of her name being on the list which was approved by the Gram Sabha she did not get the pension for many years. In 2002-2003 she visited the Janpad Panchayat office several times but no action was taken. On 23 April 2004 she met with the District Collector regarding her case who then gave directions to the CEO Janpad Panchayat to give his report on the matter within 15 days. In spite of this nothing happened till 2006 when Rataniya Bai got to know about RTI Act. A local NGO helped her to write the RTI application which she submitted to the Secretary of the Gram Panchayat on 12 July 2006 (designated PIO for Gram Panchayat). Towards the end of July the same year, the CEO of the Janpad Panchayat met her and assured her that she would start getting the monthly widow pension soon. True to his words Rataniya Bai started receiving the money on a monthly basis from September 2006 onwards. This was made possible with the use of this powerful law.

ANNEX 3

LIST OF PARTICIPANTS

1) Rahmat Khan Fakhirana Sisters Society Banuchhapra, Bethia Dist: West Champaran – 845438 Tel.No: 06254-242950 Mobile: 9431212950/ 9835489840	2) Munna Yadav Ban Hoack Sadan Christian Quarters, Bethia Dist: West Champaran – 845438 Tel. No: 06254- 232950, 232594
3) Vijay Kumar Abha Welfare Society P.O. Chanpatia Dist.: West Champaran – 845449	4) Harishankar Prasad Sacred Heart Sisters Society Bara Bariarpur, Motihari Dist: East Champaran – 845401 Tel. No 06252 – 222142
5) Biren Minz Integrated Development Foundation Pani Tanki Chowk, Dhobi Gali Mithanpura Muzaffarpur- 842002 Tel. No: 0621- 2249838	6) Vijay Kumar Kanchan Seva Ashram Behind Prajapati Brahma Kumari Aam Gola Road Muzaffarpur – 842002 Tel. No: 0621- 2240695 Mobile: 9934018997/ 9430918738/ 9835533606
7) Param Hans Singh Mahila Development Centre Rambagh Chowk Muzaffarpur Mobile: 9835282926	8) S.P. Pralyankar Sewayatanam At: Sonbarsha; PO: Sonbarsha Dih Viasilout Muzaffarpur
9) Ramanand Prasad Usha Silai Bunai Prashikshan Kendra At & Po.o. Bochahn Muzaffarpur Tel. No: 06214- 2817323	10) Satyendra Prasad Nav Jagriti Vill: Sikati, P.O. Anjani, via Parsa Dist: Saran 841219 Tel. No: 06152-285245 Mobile: 9431074772
11) Nagendra Prasad Singh IKARD Vill: Sangrampur, P.O.: Bhatgai Block: Tariya Dist: Saran	12) Rashmi Karma Consultants Radha Bhawan Opp. Shivlok Apartments New Patliputra Colony Patna

Mobile: 9431423528	
13) Vandana Kumari Bhaba Institute of Social Services Singh Bhawan, Old BTT College, Salempur Chhapra Tel. No: 06152-232876	14) S.P. Chaurasia Jan Vikas Samiti Chaurasia Bhavan Hanshnagar Dist: Saran - 841301
15) Bibhuti Prasad Dash Mahila Jagriti Kendra Vill: Piprahi, P.O. Sonho Dist: Saran – 841219	16) Prakash Ranjan Nidan Sudama Bhavan Boring Road Patna – 800001 Tel. No: 0612- 2570705 Mobile: 9835020272/ 9334370972
17) Md. Mahboob Alam Alpsankhayak Utthan evam Kalyan Samiti Jaiprakash Nagar, Ward No. 16 Khagaria – 851204 Tel. No 06244- 222985	18) S.M. Taj Uddin Rashtriya Vikas avam Samaj Kalyan Parishad Bailey Sharif, Station Road, Nawada - 805473
19) Manoranjan Sahay Shakti Vardhani Holding No: 188, Near Saguna More, New Bailey Road, Danapur Patna - 801503 Tel. No: 06115-235686 Mobile: 9835218858/ 9835623406	20) Vijay Kumar Vikas Vihar 1 st floor, Chhapra X-ray clinic Gopeshwar Nagar Chhapra Dist: Saran – 841301 Tel. No: 06152-236266 Mobile: 9431216322/ 9430403168
21) Prem Kumar Karma Consultants Radha Bhavan, Road – 3C Near Shivlok Apartments New Patliputra Colony Patna Mobile: 9835452877 E-mail: bihar.patna@gmail.com	22) Ashok Kumar Singh Convenor Bihar Rajya Suchna Adhikar Prahari Vill. & Post: Jhanjharpur Dist: Madhubani - 847404 9835077425

<p>23) Mahesh Kumar Mahila Vikas Samiti Vill: Mangabigha, P.O. Mali Dist: Arval – 804419</p> <p>Tel.No: 0612- 2255958 Mobile: 9430002787</p>	<p>24) Ashok Kumar Sinha Karma Consultants Radha Bhavan, Road – 3C Near Shivlok Apartments New Patliputra Colony Patna</p> <p>Mobile: E-mail: bihar.patna@gmail.com</p>
<p>25) Puja Kumari Ashok Silai Katai Papad Tilori Sansthan Vill: Panchgachia, P.O. Ramnagar Dist: Sitamarhi</p>	<p>26) Mrs. Purnima Mishra Gramin Swasthya Seva Kendra Vill. & P.O. Paroo Muzaffarpur – 843112</p> <p>Tel. No: 0612- 2250669 Mobile: 9334268976</p>
<p>27) Anil Kumar Gramin Swasthya Seva Kendra Vill. & P.O. Paroo Muzaffarpur – 843112</p> <p>Tel. No: 0612- 2250669 Mobile: 9334268976</p>	<p>28) Rama Kumari Vishal Jan Mahila Kalyan Kendra Dist: Sitamarhi</p> <p>Mobile: 9431615357</p>
<p>29) Siddhartha Shankar Jha Bhartiya Viklang Sangh Bailey Road, Dhobi Ghat Behind New Secretariat Canteen Patna – 80001</p> <p>Mobile: 9431459719/ 9931889557</p>	<p>30) Mrs. Sohini Paul Commonwealth Human Rights Initiative (CHRI) B-117, Sarvodaya Enclave New Delhi – 110017</p> <p>Tel. No.: 011- 26528152/ 26850523 E-mail: sohini@humanrightsinitiative.org</p>
<p>31) Dr. Rakesh Ranjan CHRI-External Collaborator SANDHAN Maijee Ka Bagicha, Mai Ghat Katni- 483501, Madhya Pradesh Mobile : +91 9826326708 Ph.: 07622 236374, 235782</p>	

ANNEX 4

FORM A

[See Rule 3(1)]

Application form for obtaining information

I.D. No.

(for office use)

To,
The Public Information Officer,
(Department Office)

1. Name of the applicant:
2. Full Address:
3. Particulars of information required (in brief):
4. I, hereby, state that the information sought is not covered under the categories which are exempted from disclosure of information under section 8 or under section 9 of the Right to Information Act, 2005 and to the best of my knowledge; it is pertaining to your Department/Office.
5. *(1) I have paid the fees Rs..... in word rupees..... On dt.....vide receipt no.....in the Department/Office of.....
* (2) I enclose herewith Demand Draft/Pay Order No.....Dt..... drawn in favour of.....Officer, issued byBank towards the fees payable.
* (3) Non-judicial stamp of Rs.....is affixed on this application.
*(4) I belong to B.P.L. family, Xerox copy of my card required/Certificate is enclosed herewith.

Place:

Date:

Signature of the applicant

E-mail address, if any:

Telephone No. (office):

(Residence):

N.B. Person belonging to B.P.L. family need not pay any type of fees.

**Strike out whichever is not applicable.*