

User Manual for the 15-Day Online Certificate Course on RTI
(English Version)

Introduction

The Department of Personnel and Training (DoPT), Government of India in association with the Centre for Good Governance (CGG) has been conducting an online certificate course on the Right to Information (RTI) Act, 2005 since September 2009.

This endeavor to propagate the RTI Act has been well received by officials as well as citizens as we learn from the feedback received from the candidates who have taken in the course.

With a view to make the course more interesting and practical, now it has been conceived to divide the course into two versions, namely – 1) A 7-Day Online Course (English) and 2) A 15-Day Online Course (English). Thus, a candidate will only be eligible for a course completion certificate once they have completed both versions of the online course.

To be eligible to take the 15-day course (after completion of the 7 day course), a candidate will be required to file an RTI application for in any Public Authority. At the time of moving to the 15-day course, the candidate will have to upload the RTI application along with the acknowledgment that they receive.

The second aspect of the 15-day course is that a candidate will have to observe and comment on proactive disclosure (Section 4 (1) (b) of the RTI Act) of any public authority. Based on the observations the candidate will comment on the same towards the end of the course. This report on the proactive disclosures will be evaluated and on uploading of the response received from the Public Authority where the candidate has applied for information, an online certificate of completion will be issued to each candidate.

Welcome to the 15-day Online Course on RTI

In this manual you will find a step by step guide as to how to progress about the course. We hope that you will find this user-friendly manual enabling enough to guide you to successfully complete the online course without any glitch.

The user manual has four segments.

1. How to register for the course
2. About the course
3. About system requirements
4. About the homepage
5. About accessing the online course
6. About observations on the pro-active disclosure

How to register for the 15-day Online Course ?

In order to be eligible to take the 15-day course a candidate is required to fulfill the two following eligible criteria.

Eligibility Criteria for the 15-day Online Course

- The candidate must successfully complete the 7-day online course.
- The candidate must file an RTI application in any Public Authority and upload the application and the acknowledgment received of the same.

Once an RTI application is filed with a Public Authority, a candidate is expected to receive a response within a maximum of 35 days. The candidate is required to visit the site <http://rtiocc.cgg.gov.in>. Please use already provided user id and password to log in. Then click on the RTI Application menu as shown in the picture below.

The screenshot shows the website for the RTI - Online Certificate Course. The header includes the Government of India emblem and the text "RTI - Online Certificate Course An initiative of DoPT, GoI". A navigation menu is visible with options: Home, Course, Reports, Help, Change Password, and Logout. The "Course" dropdown menu is open, showing "7 day Course", "RTI Application" (highlighted with a red oval), and "15 Day Course". The main content area contains text about the course launch by the DoPT, Ministry of Personnel, Public Grievances and Pensions, Government of India (GoI) in association with the Centre for Good Governance, Hyderabad. It mentions the bifurcation of the course into 7-Day and 15-Day versions and states the primary objective is to make both information providers and seekers aware of the RTI Act, 2005.

Now please upload the scanned copy of the following documents.

- RTI application submitted by you
- Acknowledgment received from the public authority upon submission of RTI application
- Response received from the Public Authority will have to be uploaded for the Course to be completed (if the response is more than two pages, a candidate is requested to upload only one or two pages showing the signature of the PIO of the public authority).

Now the uploaded scanned copies of the documents submitted by the candidate will be vetted by an evaluator at Centre for Good Governance (CGG), Hyderabad. Upon validation from CGG, a candidate will be intimated through e-mail to start taking the 15-day course.

About the Course

The 15-day online course on RTI is a joint initiative of Department of Personnel and Training (DoPT), Government of India and the Centre for Good Governance (CGG), Hyderabad.

The primary objective of the course is to make people aware on the salient features of the Right to Information (RTI) Act, 2005. As has already been said, this is to reiterate that while the 7-day course is introductory in nature, the 15-day course is extensive with a candidate practically applying for information under RTI Act during the course. In other words, the 15-day course is based on the principle of "learning while doing".

The course will be useful to both government employees and citizens.

Salient Features of the Course

1. The online course is meant for fifteen days.
 2. It is open to citizens of India.
 3. As an online course it can be accessed from anywhere with a computer and an internet connection. The course is open 24 X 7 hours for whole 15 days.
 4. Anyone interested in taking up this online course can visit <http://rtiocc.cgg.gov.in> and follow the given instructions. Upon receiving the e-mail intimation to start the 15-day course, a candidate can start taking the course. The fifteen day time will be counted from the day on which a candidate first accesses the 15 day course. For example, if you access the course on 01.01.2013 you can access the course up to 23:59 hrs. of 15.01.2013.
 5. The 15-days course is divided into **15** chapters. At the end of each chapter there will be **4** chapter-end quiz questions. A candidate has to answer at least **3** questions correctly in order to be able to automatically move to the next chapter.
 6. Besides a candidate is required to observe and comment on pro-active disclosure of any public authority. It may be noted that the public authority for which the pro-active disclosure study will be carried out must have its disclosures made on their website. This means that the public authority a candidate chooses **may differ** from that where RTI application has been filed by the candidate in the beginning.
- **As the course material will be available in downloadable formats, it is requested the candidates may download the material for future references.**

About System Requirements

- Internet Browser: Internet Explorer 7.0 or higher version, OR Mozilla Firefox 2. OR Google Chrome

(These are free downloads. If you do not have any of the above browsers please download it from the internet.)

- PDF Acrobat Reader: As the course content is in PDF format, please ensure that your system has "Adobe Acrobat Reader" OR "foxit" to enable you to read the content.

(These are free downloads. If you do not have any of the above browsers please download it from the internet.)

(Before starting the course please ensure that your system has the above requirements and then login into the system with the user-id and password communicated to you through e-mail.)

About the Homepage

REGISTRATION CONTACT US FAQs हिन्दी తెలుగు A+ A-

RTI - Online Certificate Course

An initiative of DoPT, GoI

RIGHT TO INFORMATION

APPEAL

COMMISSIONER

RESULTS LIST OF CANDIDATES ARCHIVES

LOGIN USERNAME PASSWORD Submit

WELCOME

The Department of Personnel and Training (DoPT), Ministry of Personnel, Public Grievances and Pensions, Government of India (GoI) has launched an 'Online Certificate Course on Right To Information' (RTIOCC) for various stakeholders

This Online Certificate Course on RTI is launched in association with the Centre for Good Governance, Hyderabad.

With a view to make the earlier 15-day course more interesting and practical, the course now has been divided into two versions, namely a - 7-Day Online Course (English) to be followed up with a 15-Day Online Certificate Course (English)

While the 7-day course will be introductory in nature, the 15-day course will be extensive and with a practical orientation whereby candidates will have to apply an RTI application during the Course period. In other words, the 15-day course will be based on the principle of "learning while doing". Therefore, it is requested that those who take the 7-day course follow it up with the 15-day course for in depth understanding and utility of the RTI Act.

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INSTRUCTIONS

USER MANUALS

- Please ensure that you have Internet Explorer 7.0 or higher version / Mozilla Firefox / Google Chrome as your browser to access the course.
- You will also require PDF Reader to be able to view the content. You could also use Foxit/Adobe Acrobat to view the content.
- Please do not share your "Username" and "Password" with anybody. More than one person accessing the application with the same "User ID" and "Password" can adversely affect the functioning of the application

- 7 Day Course
- 15 Day Course

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The homepage will appear as shown in the above picture. Read the instructions carefully given on the homepage before logging in. Once you are sure that you have read the instructions carefully and your system has been enabled with all requisite software, please type down your user name and password as communicated to you in e-mail and then click on "Login" as shown in the picture.

After logging in with the used id and password, the following page will appear.



RTI - Online Certificate Course
An initiative of DoPT, GoI

RIGHT TO INFORMATION

Home ▾ Course ▾ Reports ▾ Help ▾ Change Password Logout

Course

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This Online Certificate Course on RTI is launched in association with the Centre for Good Governance, Hyderabad.

With a view to make the earlier 15-day course more interesting and practical, now the course has been bifurcated into two versions, namely - **7-Day Online Course (English)** and **15-Day Online Certificate Course (English)**.

While the 7-day course will be introductory in nature, the 15-day course will be extensive and with a hands-on orientation whereby candidates will have to practically apply the RTI Act during the course. In other words, the 15-day course will be based on the principle of "learning while doing". Therefore, it is requested that those who take the 7-day course should also go for the 15-day course for experiencing the practical utility of the RTI Act.

The primary objective of the course(s) is to make both information providers and information seekers aware on the salient features of the RTI Act, 2005. Thus, the course(s) is/are useful to both government employees and common citizens.

Some of the identified target groups are:

- Public Information Officers (PIOs)
- Assistant Public Information Officers (APIOs)
- Appellate Authorities
- Officials assisting the above designated officers or other public officials Citizens
- Representative of Civil Society Organisations (including Media Organisations)
- Any other person(s) who could be a direct / indirect stakeholder

Methodology:
Successful completion of the 7-day course will be mandatory in order to be eligible to take the 15-day version of the course. Besides, for registering in the 15-day course a candidate will be required to file an RTI application with any Public Authority. At the time of migrating to the 15 day Course, the candidate has to upload the RTI application filed along with the acknowledgement received for the same. The response received later will have to be uploaded for the completion of the Course and for Certificate to be issued...

The second aspect of the 15-day version of the Course mandates a candidate to observe proactive disclosure (Section 4 (1) (b) of the RTI Act) of any

You are now ready to start the online course. Before starting to take the online course it is suggested that you change your password which you can remember. For changing password, please go the menu "Change Password" and follow the directions given.

About Accessing the Online Course

- Go to the Menu 'Course'.
- Select 'Take Course' from the drop down menu. You will find course instructions. Please read the instructions carefully before clicking on "start course" button. This will enable you to access the course. The fifteen day time will be counted from now. For example, if you access the course on 01.01.2013 you can access the course up to 23:59 hrs. of 15.01.2013.
- Select Chapter 1 and proceed on to read through the material.
- At the end you have to answer the chapter-end quiz questions. There will be **4** quiz questions out of which you have to answer **3** questions successfully in order to be able to move to next chapter.
- Once you have completed Chapter 1, you are now eligible to move to the Chapter 2 which will be activated. Likewise you can complete all seven chapters.
- Go to the Menu 'Reports' to see the correct answers to the quiz questions after you take the quiz test at the end of each chapter.
- The 'Help' menu will give you access to this user manual and also to some frequently asked questions (FAQs) on the RTI Act, 2005.

About the observations to be made on Pro-active Disclosure

As has already been expressed, one of the primary objectives of the 15-day course is to give practical orientation to the candidates about the implementation of the RTI Act, 2005.

While conducting an observational study on pro-active disclosures made under Section 4(1)(b) of the RTI Act, 2005 by a Public Authority, the candidate is advised to choose a Public Authority which has disclosed RTI information on their website.

Once you have decided the public authority, you will be guided through on the points for observation on the RTI disclosures made by the Public Authority. Go through the following regarding proactive disclosure as per RTI Act for your guidance:

1. RTI Act 2005 and Proactive Disclosure

The Right to Information Act, 2005 seeks to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

An important aspect of the Act pertains to the obligation of public authorities to **proactively** disclose information to the public. **The RTI Act mandates every public authority to:**

- Disclose information as required under the 17 sub-clauses of section 4 (1) (b).
- Publish all relevant facts while formulating important policies or announcing the decisions which affect public [Section 4(1) (c)]
- Provide reasons for its administrative or quasi-judicial decisions to affected persons [Section 4(1) (d)]
- Update the information provided under Section 4(1) (b) every year. [Section 4(1) (b)(xvii)]
- Take steps to provide the information *suo motu* to the public at regular intervals so that public has minimum resort to the use of this Act to obtain information. [Section 4(2)]
- Disseminate information widely and in a form and manner easily accessible to the public. [Section 4(3)]

- Provide information in the local language and adopt the most effective method of communication for dissemination of information.
- Make information accessible to the extent possible in electronic format with the concerned Public Information Officer, available free of cost or at such cost of the medium or the prescribed print cost price. [Section 4(4)]

Under **Section 4(1) (b)**, every public authority is mandated to publish the following categories of information within one hundred and twenty days from the enactment of the Act,-

1. Particulars of the Public Authority
2. Powers & duties of officers & employees
3. Procedure followed in decision making
4. Norms for discharge of functions
5. Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions
6. Categories of documents held by the Authority or which are under its control
7. Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof
8. Boards, Councils, Committees and Other Bodies constituted as part of the Public
9. Directory of Officers and employees
10. Monthly Remuneration received by officers & employees including system of compensation
11. Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.
12. Manner of execution of subsidy programmes
13. Particulars of recipients of concessions, permits or authorization granted by the Public Authority
14. Information available in electronic form
15. Particulars of facilities available to citizens for obtaining information
16. Names, designations and other particulars of public information officers
17. Any other useful information.

Now that you have undertaken the observation of the pro-active disclosures made by the public authority and arrived at your conclusions about the quantity and quality of disclosures made, please explain your observations in the space provided. Please note that your explanation should be limited to 250 characters.

Once you completed your explanation, please click on the "submit" button. This will lead to a "Feedback form". The Feedback Form has to be filled in by the candidate.

After successfully completing the chapter-end quiz questions, submitting your observations on pro-active disclosure and feedback form the same will be evaluated. The last step is to upload the information received from the PIO. On completion of the same, the candidate will be issued a course completion certificate.

Good Luck!