

**PROJECT REPORT  
CAPACITY BUILDING  
FOR  
ACCESS TO INFORMATION  
PROJECT**

**(Sponsored by UNDP, Govt. of India)**



**Haryana Institute of Public Administration  
Gurgaon, Haryana**

# **PROJECT REPORT**

## **Capacity Building for Access to Information Project**

## **Team Members of the RTI Project**

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*Sh. B.S. Chhokar*

## Foreword

The enactment of the RTI Act, 2005, is indeed a very bold and laudable step and will go a long way in creating an enabling environment for maturation of our constitutional mandate by empowering the citizenry and realizing the true objectives of real Sawraj of our “Father of the Nation”, Mahatma Gandhi. The effective operationalisation of the RTI requires capacity building of both the information providers and information seekers. Attitudinal change in the bureaucracy for the successful implementation of the RTI Act is very essential. Above all, the RTI Act can be made effective only through people’s active involvement.

The project on “Capacity Building for Access to Information” has been very helpful in achieving the objectives of the RTI Act by creating awareness among its different stakeholders. This project made the task of the Central and State governments also easy as a large number of FAAs/PIOs/APIOs and other officers/officials of the state have been trained to carry out their duties and also to act as facilitators to the information seekers. At the same time, number of media people, civil society activists and people from the general public have also been made aware of the different provisions of the RTI Act and about the ways and means to use the Act.

For making all this possible, I would first of all thank the Department of Personal Training (Training) Division and especially Sh. Ajay Sawhney, Joint Secretary, Training & Sh. Vinit Pandey, Director (Training) for selecting Haryana for the project and assigning the overall duty of implementing the project to HIPA as the State Implementing Agency & the DRDAs of the two districts as the District Implementing Agencies and also for the timely release of funds. I am also grateful to YASHADA, Pune and Centre for Good Governance, Hyderabad for their cooperation and guidance given to RTI Cells of HIPA and that of the two DIAs.

I would also like to congratulate Project Team of SIA & of the two DIAs for the efforts made by them for successfully completing the project on time.

I am thankful to all the distinguished, speakers and the participants for making the project a great success, in the state of Haryana’s in general and in the two districts in particulars.

Rajni Sekhri Sibal, IAS

Director, HIPA

## **ACKNOWLEDGEMENT**

The RTI Teams of State Implementing Agency (HIPA) and of the two District Implementing Agencies (Jhajjar & Gurgaon) are indebted to the Department of Personal Training (Training) Division and especially Sh. Ajay Sawhney, Joint Secretary, Training, Sh. Vinit Pandey, Director (Training) for selecting HIPA as the State Implementing Agency & the DRDAs of the two districts as the district Implementing Agencies and also for the timely release of funds. We are also grateful to Sh. Ajay Sawhney and Sh. Vinit Pandey and other officers in the DOPT, New Delhi for the in full co-operation and help extended during the project period. We are also thankful to the very soft spoken S. K.K.Chug, Director , DOPT, Training for giving us the grace period for submitting the project report. We are also thankful to UNDP for sponsoring the CBAI Project which is ultimately aimed at bringing good governance in the country. We would also like to express our deep sense of gratitude to YASHADA, Pune and Centre for Good Governance for the cooperation and guidance.

From the core of our heard, we express our gratitude to the apostle of transparent working Dr. G. Prassana Kumar IAS for his guidance and help during the initial period of the project. We are thankful to Dr. Avtar Singh, IAS for encouraging us for carrying out the project activities during his tenure as Director, HIPA. The teams are very grateful to the Mrs. Rajni Sekhri Sibal, IAS, Director, HIPA for motivating us to complete the project on time and for her extremely helpful guidance, and suggestions.

We are also indebted to Shri Wazahat Habibullah, Central Chief Information Commissioner, New Delhi for sparing time to address the participants in the different Stakeholders workshops. We would also express our deep sense of grateful to Shri G. Madhvan State Chief Information Commissioner and Lt. Gen. J.B.S. Yadav (Retd.) and Mrs. Minakshi Anand Chaudhary, State Information Commissioners, Haryana for sharing their views with the trainees in the different training programmes organized by SIA & DIAs. We would be failing in our duty if we don't express our gratefulness to the very imminent resource persons, who made conducting the training programmes on RTI very easy.

We are very thankful to the faculty members and staff members who were associated with the implementation of the project at various stages.

RTI Teams of  
SIA (HIPA) And DIAs  
(Jhajjar & Gurgaon)

# About the State Implementing Agency

HIPA was established in 1983 as the apex, State Training Institute funded by Government of Haryana.

## Vision

We seek to develop, strengthen and upgrade qualities of professionalism, responsiveness, integrity and courage amongst Civil Servants, in our endeavor to promote excellence and good governance in the State of Haryana; through research and training aimed at enhancement of skills, knowledge and attitudinal change.

## Mission

We dedicate ourselves to attain our vision of providing Need Based Quality Training & Seek to:

- Strengthen knowledge and skill base in Haryana.
- Develop a holistic approach.
- Enable specialist services to be up-to dated in terms of emerging technologies and innovations
- Inculcate attitudes of Professionalism and Social Responsibility.
- Knowledge management and dissemination of information.
- Research aimed at enhancing efficiency and effectiveness in Administration.
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## Training at HIPA

- (1) **Institutional Training Programmes :** For IAS probationer allotted to Haryana cadre and also for Haryana Civil Service (Executive Branch) probationers.
- (2) **Foundational Training Programmes:** For category 'A' & 'B' officers of all Government Departments recruited through Haryana Public Service Commission.
- (3) **In service Training for HCS:** The Institute organize compulsory inservice training programmes for the HCS (Executive Branch) Officers.
- (4) **Subject Specific Short Term in Service Training Programmes:** The Institute organize subject-specific in service training programmes for officer of different departments of the State Government on various areas.
- (5) **Need Based Training Programmes:** These are organized for various Corporations/ Boards and other autonomous bodies of the State Government and Central Government.
- (6) **Training Courses for Ministerial Staff :** To improve the efficiency of officials right at the cutting edge level, the Institute also conducts training for supervisory level and class III employees of the state government through its Secretariat Management School, Gurgaon and Divisional Centres, located at Panchkula, Hisar and Rohtak.
- (7) **Department of Personnel and Training (GOI):** HIPA conducts various training programmes sponsored by DOPT, Government of India such as 1 week/ 3 week in service training programmes for IAS officers in addition, some training programmes on subjects sponsored by various other National and International Agencies are also conducted.
- (8) **RTI and Excise & Taxation School:** For conducting training for the revenue department trainees, Revenue Training Institute has also been established at HIPA. HIPA is also having the Excise and Taxation School for conducting departmental training for the officers of Excise and Taxation department.

## Life at HIPA Campus:

HIPA's campus is spread over in 7.5 acre with a lush green cover.

The campus has the following:

- Administrative Block; Hostel; Director's Residence; Residential Flats for Faculty and others staff.
- In Academic area, HIPA has good Seminar rooms, Auditorium, class rooms and computer labs.
- Excellent sports and fitness facilities. It has spacious place for indoor games like Table Tennis, Billiards, Squash Court and the outdoor facilities include:- Yoga, P.T., Aerobics, Tennis, Badminton, Football, Basket ball etc.

## Silent Zone: The HIPA Library

HIPA has A.C. Library having 26562 Books and 3500 Journals. A.C. reading hall of the library provides conducive environment for study and research.

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