

17014/1/2007-Trg(RTI)  
Government of India  
Ministry of Personal, Public Grievances & Pensions  
Department of Personal & Training  
(Training Division)

Block-IV, 3rd Floor, Old JNU Campus  
New Delhi 110067  
Dated: 13-07-2007

To

- Secretaries to all Ministers/Departments, Government of India,
- Chief Secretaries to all State Governments.
- Heads of all Central Training Institutes.
- Heads of all State Training Institutes.

**Subject: Recommendation of the First Report of the 2nd Administrative Reforms Commission on Right to Information -Action Taken Report.**

The recommendation of the 2nd Administrative Reforms Commission on Right to Information pertaining activities has been considered by this Department and accordingly following has been decided.

**Recommendation:**

(i) The Commission recommended that training programmes should not be confined to merely PIOs and APIOs. All government functionaries should be imparted training for atleast one day on Right to Information within a year. These training programmes have to be organized in a decentralized manner in every block. A cascading model could be adopted with a batch of master trainers in each district.

**Action:**

It has been decided that funds permitting, various Ministers/Departments/State Governments etc. may conduct such training programmes.

**Recommendation:**

(ii) In all general or specialized training programmes of more then 3 days duration, a half-day module on Right to Information should be compulsory.

**Action:**

It has been decided that in all training programmes for one week or more, a one hour module on Right to Information should be included, wherever possible.

It is requested that appropriated action may be taken as indicated above.

Yours faithfully

**(Ajay Sawhney)**  
Joint Secretary (Trg)