



# INDUSTRIAL MANAGEMENT ACADEMY

**\*Human Resources Development \*Organizational Research \*Managerial Excellence**

## RTI CONSULTANCY TEAM

### 1. Preamble

- 1.1 Established in the year 1993, **Industrial Management Academy** is a professional body dedicated to the dissemination of knowledge on management concepts and practices.. It offers “hands-on” experience of professionals from different management disciplines for the benefit of practicing managers. The Academy’s focal point is the development of “People” in Business and Industry. The Academy has conducted over 600 training & development programmes and over 100 Industry-specific in-house programmes.
- 1.2 **Industrial Management Academy** is a pioneer on RTI awareness campaign among Public Authorities. It has conducted about 30 training programmes on Right to Information Act, attended by about 1500 PIOs, APIOs, Appellate Authorities and other officials from the Public Authorities.
- 1.3 Over 100 experts are associated with the Academy. More details about the Academy are given at website [www.imanewdelhi.com](http://www.imanewdelhi.com).

### 2. RTI Consultancy Team

- 2.1 Participants who attended IMAs RTI training programmes have been expressing the need for an expert forum, to provide advice in case of doubt on interpretation of various provisions of the RTI Act. There are frequent doubts on whether information and copy of public records requested in RTI applications should be provided or not. Abuse of RTI Act is also quite common; PIOs need advice on coping with such problems. Industrial Management Academy is already providing guidance on an informal basis. It has now been decided to create a formal structure for consultancy services. Most PIOs do not have legal background and perform the quasi-judicial function under the RTI Act in addition to other duties. They need professional guidance, as they find it difficult to appreciate all legal nuances and, therefore, are not in a strong position to justify their stand before the Appellate Authorities.
- 2.2 Expert guidance is also necessary to assist the Public Authorities to comply with Section 4 of the RTI Act including *suo-moto* disclosure of information under section 4(2) of the Act. Record-keeping is another urgent demand of the RTI Act as this area has been neglected for a long time. Here extensive computerization is required under Section 4(1) (a) of the RTI Act; most organizations have not complied with this statutory requirement. In some organizations, number of RTI applications is very large and computerized monitoring system is required to avoid penal consequences arising from delay in reply. The Industrial Management Academy will fill this vacuum as well.

### 3. Composition of RTI Consultancy Team

- 3.1 Following members will constitute core RTI Consultancy Team:

- Ms. Padma Balasubramanian, former Central Information Commissioner
- Shri K.B.Dayani, Director Industrial Management Academy
- Shri Dhirendra Krishna IA&AS (Retired)

3.2 This core team would co-opt experts to assist public authorities.

#### **4. Scope of Services to the Public Authorities**

4.1 Summarizing, the above RTI Consultancy Team will provide the following services to PIOs, APIOs and other officers nominated by the Public Authorities:

- (a) Interpretation of various provisions of the Right to Information Act.
- (b) Guidance on whether the RTI application is maintainable.
- (c) Vetting the proposed reply to an RTI application, if necessary

The above services will be provided promptly on telephone or by email within 5 days. Letters/fax messages would be replied within 7 days.

4.2 If a PIO considers it necessary to interact with the team at the office of the Academy for the services at (a) to (c) above, such meetings will be arranged by prior appointment. Written opinion would also be provided, wherever required by PIO.

4.3 If a Public Authority seeks personal visit of the Team experts to their premises for the services described in para 2.2 above, such visits to their premises will also be arranged.

#### **5. Consultancy Fee**

5.1 There is no consultancy fee for day-to-day consultation and no restriction on the number of times clarifications or guidance is sought during the year. There will be only the Annual Subscription of Rs. 10,000 per financial year commencing 1<sup>st</sup> April, 2009, per registered executive nominated by the Public Authority to seek expert guidance as per para 4.1 above. For registration in the middle of financial year, fees of Rs. 5,000 would be charged for registration after 1<sup>st</sup> July.

5.2 Expert guidance as per para 4.2 and 4.3 above will be provided at reasonable rates to be settled by mutual consultation.

5.3 Service tax @10.3 % is payable in addition to the rates indicated above. Service tax code number is AAFFD8988DST001 (Premise code: 810504/1867/07). Fee is payable by cheque issued on any bank at New Delhi payable to "Industrial Management Academy." Outstation payments should be by bank draft payable at New Delhi.

#### **6. Procedure for registration**

6.1 Requests for registration may be made on the letter head of the organization indicating name, designation, address, email address and fax number of the nominated executive(s), accompanied by a Delhi Cheque or a Bank Draft payable at Delhi in favour of "Industrial Management Academy" Plot No. BA-4-F, Munirka DDA Complex, New Delhi -110 067. On receipt of payment, the Public Authorities concerned will be informed of the Code Number separately for each nominated executive(s). Industrial Management Academy reserves the right to restrict and limit the number of registrations.

#### **7. Address for correspondence with RTI Consultancy Team**

Secretary, RTI Consultancy Team  
Industrial Management Academy  
BA-4-F, Munirka, DDA Complex  
New Delhi – 110 067  
Ph. 011-26101411, 26106272, 30623155  
Mob.: 9868413323  
Fax 011-26176514, 26197369  
Email: consultrti@gmail.com,  
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