

F.No.14/6/2017-IR  
Government of India  
Ministry of Personnel, Public Grievance & Pension  
Department of Personnel & Training

North Block, New Delhi  
Dated the 27<sup>th</sup> December, 2017

To

The Pay & Accounts Officer  
Pay & Accounts Office  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training  
Lok Nayak Bhavan,  
Khan Market, New Delhi

Subject:- Annual Programme on 'Improving Transparency and Accountability in Government through Effective Implementation of RTI Act' – **Release of funds to Administrative Training Institute, West Bengal .**

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Sir,

I am directed to convey the sanction of the President to make a total payment of **Rs. 4,00,000/- (Rupees Four lakhs only)** to **Administrative Training Institute, West Bengal** towards Organization of Workshops.

2. The details of sum, being released, alongwith the conditions attached thereto are furnished in the Annexure.

3. The expenditure of **Rs. 4,00,000/-** would be met from Major Head 2070- Other Administrative Services, 41.01-Propagation of Right to Information Act, 41.01.20 – Other Administrative Expenses under Demand No.70 for the year 2017-18.

4. The amount of **Rs. 4,00,000/-** may be released electronically through RTGS as per the Bank details mentioned below.

**State Bank of India, Account No. 10836424040, IFSC Code: SBIN0001612**

5. This issues with the concurrence of Integrated Finance Division vide their CF No. 3136279/1903 dated the 14.12.2017.

Yours faithfully,

  
(Rajbir Singh)

Under Secretary to Government of India

Tel: 23092356

Copy to:-

1. The Drawing & Disbursing Officer, Department of Personnel and Training, New Delhi.
2. Dir (Finance) Pers, MHA
3. The Director General, Administrative Training Institute, West Bengal, FC Block, Sector III, Bidhannagar, Kolkata-700106. **A confirmation may please be sent immediately after the receipt of the amount in your bank account.**
4. NIC, DOPT (To upload this Sanction letter on DOPT's website in the head of OMs & Orders –RTI)
5. Guard File (2017-18)


Dated 27<sup>th</sup> December, 2017

The fund of Rs. 4,00,000/- is subject to the following terms and conditions:

- (i) This grant is released for Organization of Workshops;

RTI Activities	Amount (Rs.)
<b>I. Awareness Generation for RTI</b> Organisation of four Workshops-by ATI, West Bengal	Rs.4,00,000/-
<b>Total</b>	<b>Rs. 4,00,000/-</b>

- (ii) The General Financial Rules, 2017 should be followed while incurring the expenditure.
- (iii) Administrative Training Institute, West Bengal should furnish to this Department for record and audit, Utilization Certificate in GFR 12-A Form duly countersigned by the Head of the Institute along with Achievement-cum-Performance Report as required under Rule 238 of General Financial Rules, 2017.
- (iv) The unutilized amount of grant, if any, may be surrendered to this Department by a Demand Draft drawn in favour of "Under Secretary (Cash), DOPT payable at New Delhi.
- (v) There should not be any overlap of activities under any other Scheme.
- (vi) The Institute should use Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS) to make further payments.

  
(Rajbir Singh) 27/12

Under Secretary to Government of India