

To

All State Information Commissions
(Members of NFICI)

Sub: The revised guidelines for utilisation of funds/grants released by NFICI.

The National Federation of Information Commissions in India (NFICI) aims to strengthen the implementation of Right to Information Act, 2005. NFICI was registered as Society in 2009, under Andhra Pradesh Society Registration Act, 2001.

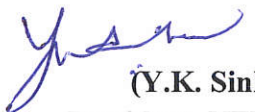
- 2) The aims and objectives of Federation as listed under aims and objects of the Society in Memorandum of Association are as under:-
1. To facilitate coordination and mutual consultation among the Central Information Commission and the State Information Commissions constituted under the Right to Information Act 2005.
 2. To strengthen the administration of the Act, through education, research and dissemination of knowledge.
 3. To facilitate the exchange of information on laws and their interpretation, landmark judgments, case law and best practices related to the Act in India.
 4. To collect, compile and analyze relevant information relating to the implementation of the Act and to take up appropriate issues of importance with the Government of India and State Governments;
 5. To promote knowledge and encourage initiatives in matters related to transparency and accountability in governance and to engage the stakeholders such as the Central and State Governments, and the citizens and civil society in these matters;
 6. To promote the use of information technology, modern management techniques and tools for effective implementations of the Act;
 7. To establish collaboration with research institutions, universities and similar organizations for helping the cause of administration of the Act and furtherance of the objectives of the society;
 8. To undertake, organize and facilitate tours, studies, research, lectures, seminars and conferences on the administration and practice of the transparency laws including the Right to Information Act and to provide for the publication of journals, research papers and books in the furtherance of the aforesaid objects and to disseminate information for wider use;
 9. To create a secretariat cum resource center with adequate facilities for research and technical support to the society for its day to day administration and functions;



10. To establish procedures for smooth functioning of the Society and carry out activities in matters relating to personnel, finances, administration, purchases etc.
 11. To purchase, accept as a gift or otherwise acquire and own or take on take on lease or hire, temporarily or permanently any movable or immovable property necessary for the furtherance of the objectives and activities of the Society;
 12. To sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of or otherwise deal with all or any property, movable or immovable of the Society for furtherance of aims and objectives of the Society;
 13. To build, construct, maintain, repair, adapt, alter, improve or develop or furnish any buildings or works necessary or convenient for the purposes of the Society for furtherance of aims and objectives of the Society;
 14. To appoint or employ, temporarily or permanently, any person or persons that may be required for purposes of the Society and to pay them or other persons in return for services rendered to the Society salaries, wages, gratuities, provident fund and pensions for furtherance of aims and objectives of the Society;
 15. To institute, offer and grant prizes, awards, scholarships and stipends in furtherance of the objects of the Society;
 16. To make and enforce Rules and Bye-Laws, and from time to time, to repeal amend or alter the same;
 17. To pay all costs, charges and expenses incurred in the promotion, formation, establishment and registration of the Society;
- 3) The NFICI may releases funds/grants periodically to it members to further its objectives. It is observed that existing guidelines to regulate the utilisation of the funds/grants were required to be reviewed. The NFICI in its 14th Special General Body meeting held on 10.06.2022 had decided that guidelines for utilisation of funds/grants may be finalized by President, NFICI & CIC, Central Information Commission in consultation with Vice President, NFICI & SCIC Tamil Nadu.
- 4) In pursuance of the above decision, the guidelines for regulating the expenditure from NFICI funds are enclosed herewith as Annexure I (Dos and Don'ts) & Annexure-II – (Utilisation Certificate).

All the members are requested to follow the guidelines in carrying the expenditure out of fund/grant released by NFICI.

Please acknowledge receipt.


(Y.K. Sinha)
President, NFICI

DOs: (Items on which the grant shall be spent)

- a) Digital Infrastructure support, such as provision of Computers, Printers, Scanners, etc.
- b) Video Conferencing infrastructure, for, this would help to avoid physical contact and travel (a priority during covid times) and also facilitate interaction with the various stakeholders.
- c) Funds for training the Public Information Officers, the staff of the Commissions and creating awareness among the public at large.
- d) Activities aimed at Research, Analysis and Documentation including circulation of newsletters, study tours and staff exchange programmes, preparation of booklets containing important judgments, exchange of documented material among Commissions, etc.

DON'Ts': (Items on which the grant shall not be utilised)

Expenses towards cost of furniture, routine costs of travel, expenses towards construction of buildings, renovation and maintenance of buildings, payment of any kind of remuneration of staff (including contractual staff) and hiring of vehicles are not permissible under the grants provided by the NFICI. Further the grant should also not be utilised towards adjusting the annual membership fee payable to the NFICI.



National Federation of Information Commissions in India

UTILISATION CERTIFICATE FOR THE YEARin respect of Fund released by NFICI

1. Fund released for the year:
2. State Information Commission (State):
3. Fund position of the beginning of the Financial year:
 - I) Cash in hand/Bank:
 - II) Unadjusted advances:
 - III) Total:
4. Details of funds received, expenditure incurred and closing balances: (Actual)

Unspent Balance of funds received years {figure as at Sl. No. 3(iii)}	Interest Earned thereon	Interest deposited back to the NFICI Account	Fund received during the year	Total available funds (1+2+3+4)	Expenditure incurred	Closing Balance (5-6)
1	2	3	4	5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)	

5. Brief description of expenditure

Sl.No.	Brief of Expenditure	Amount
1.		
2.		
3.		
4.		
	Total:	

6. Details of Funds position at the end of the year

- (i) Cash in Hand/Bank :
- (ii) Unadjusted Advance :
- (iii) Total :

7. Certified that I have satisfied myself that the conditions on which the fund was released have been duly fulfilled/are being fulfilled and that I have exercised that following checks to see that the money was actually Utilised for the purpose for which it was released.

8. Kinds of checks exercised.

- 1). Signature _____
- 2). Designation _____
- 3). Date _____

(The Utilisation Certificate must be submitted latest by April of next financial year in prescribed format)