**Centre for e-Governance**
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# GOVERNMENT OF KARNATAKA
## Centre for E Governance

*GUIDELINES*

Mahiti Kanaja is an initiative by the Government of Karnataka to provide information to the citizens through a single window. It aims to bring transparency in the information disbursal system.

It is an initiative taken for the voluntary information disclosure by departments through an electronic mode. The guidelines for the Mahiti KaNaja portal are as follows:

## I.     Background

Section 4(2) of the Right to Information (RTI) Act,2005 states that-

"It shall be a common endeavor of every public authority to take steps with the requirements of clause (b) of sub section (1) to provide as much information suo-moto to the public at regular intervals through various means of communication including internet, so that the public have minimum resort to the use of this to obtain the information".

In the above context, the Government of Karnataka initiated the Mahiti Kanaja portal. The objective is to provide digitized information available with the departments to the citizens in a user-friendly format. It is a voluntary information disclosure system where the departments share the digitized information with the citizens. The information is made available to the citizens according to the geography so that the citizens residing in any panchayat or Municipal ward can also access the information about themselves and related information in their geographical area.

The following guidelines are being issued to put in place the development and maintenance of the Mahiti KaNaja Portal.

## II.   Role of Line Departments:

Departments are requested to ensure the following activities set forth in this guideline.

1.   Section 4(1) of the RTI Act states that "Every public authority shall- maintain all its records duly catalogued and indexed in a manner and the form which indicates the Right to Information under this Act and ensure that all the records that are appropriate to be computerized are within a reasonable time and subject to availability of resources computerized and connected through a network all over the country on different system so that access to such records is facilitated."

As stated above departments are required to provide a statement of its records and processes.

1. Line Departments should take step to digitize their services and back end process such that information pertaining to all stages of implementation of its various programmes can be disclosed in the public domain through the Mahiti KaNaja Portal

2. The data stated above shall be uploaded on the Mahiti KaNaja portal so that the citizens will be aware of the data available in the department. The data shared by the department will be accessible to the citizens through online mode. In the Mahiti Kanaja portal the data published will be approved by the department for disclosure to the citizens.

3. Departments will be encouraged to develop and share the information through an API so that the department system can guide the implementation of the programme under its jurisdiction. The information shared by the department to the public is suo-moto except for disclosure exempt under Section 8 of the RTI Act.

4. Departments are requested to reduce password based administrative logins that prevent information disclosure stored in the digital applications in the public domain to the general public.

5. Departments will be requested to share the scheme details and eligibility criteria for the same so that the eligible citizens can be aware of the schemes.

### III.     Nodal Department and its Roles.

The Centre for e Governance will serve as the Nodal Department for the development, operationalization and maintenance of the Mahiti Kanaja and will have the following responsibilities.

1. The following information is required to be hosted on the Mahiti Kanaja portal:
   i. Identify information available with Line Department in digitized form and develop appropriate formats in which the former will be required to share information to be hosted on the Mahiti Kanaja portal.
   ii. Advise Line Department on norms and standards of digitization of records and processes.

2. Ensure that all data entry being undertaken by the Line Departments takes place in the local language

3. Advise and aid the State Government in planning and conducting training on the Mahiti Kanaja for elected representatives. CSO representatives, Self Help Groups (SHG) members, students, youth volunteers and others.

4. The CeG will be responsible for setting up decentralized and cascading training program to ensure that Grassroot level workers, frontline functionaries, elected representatives, SHG members and citizen groups are continually trained in using the portal, Apart from modules that teach how to access the information on the portal, trainings will also focus on how the information can be used to monitor government programs, to file applications, to file complaints and increase awareness of social audit processes across departments. The CeG will conduct the trainings as per a pre-determined calendar to ensure coverage of all blocks of the state within a year

5. The Mahiti KaNaja Advisory Group will consist of the following members:

   i. The ACS(e-gov) shall be the chairperson of the Mahiti KaNaja Advisory Group.
   ii. Chief Executive Officer, CeG shall be the Deputy Chairperson of the Mahiti KaNaja Advisory Group.
   iii. Representatives of the Department of Information Technology will serve as the members Secretary of the Advisory Group.
   iv. Representatives of Civil society Organizations/ NGOs working on issues of transparency and accountability.
   v. Representatives of Line Departments, not below the rank of the Joint Secretary shall be the member/special invitee as and when required.
   vi. An elected representative of the Gram Panchayat/ Ward and elected representative of the Panchayat Samiti/ Municipality Corporation, as recommended by the Panchayati Raj Department and approved by the State Government.
   vii. Member of media (print electronic), as recommended by DIPR and approved by the State Government.

6. The members of the Mahiti KaNaja Advisory Group may invite subject matter specialists for its meetings in the capacity of special invitees as and when needed. Departments should nominate their IT representatives as well as officials with domain knowledge to attend the meetings of the Advisory Group, have follow up discussion in the Department and ensure that points of actions are carried out in time.

## IV. Data Norms

i.    API documentation -It's a concise reference manual containing all the information required to work with the API, with details about the functions, classes, return types, arguments and more, supported by tutorials and examples.

ii.    Data definition document - Consists of a Table of Contents (TOC) and a collection of Data Description tables. The TOC lists out all the data included in a submission and provides the location and information on each data domain. The Data Description tables describe the attributes and origins or derivation of all the variables in each data domain. In other words, the former contains domain metadata, while the latter contains variable metadata. Metadata is information about the data.

iii.    The API shared should return JSON format and other formats for example XML, text, HTML are not recommended.

The concerned departments are directed for the compliance of these guidelines.