F. No 14/9/2014 – IR (Vol.II) Government of India Ministry of Personnel, Public Greivances and Pensions (Department of Personnel and Training)

North Block, New Delhi-110001 Dated the 29th October, 2015

Office Memorandum

Subject: Guidelines on Internship for Undergraduates pursuing five year integrated course in Law or graduates pursuing Bachelor's degree in Law under the Centrally sponsored Scheme on "Improving Transparency and Accountability in government through effective implementation of Right to Information Act"

1.0 Introduction

The Department of Personnel and Training (DOPT), Ministry of Personnel, Public Grievances and Pensions, Government of India, is the nodal Ministry for the Right to Information Act. It is administering a Plan scheme titled 'Improving Transparency and Accountability in Government through effective Implementation of the Right to Information Act'. The primary goal of the scheme is to contribute towards more accountable and transparent government and it has several components including programmes for awareness generation, training and e-governance initiatives for RTI for achieving the purpose.

Department of Personnel and Training has been conducting Internship Programme for the Ministries and Departments in the Government of India, which is beneficial both to the Departments and the interns. This will help the Ministry/ Department consolidate and document its experience in the implementation of RTI, its successes, constraints in implementation, identify the areas which need more attention, address the gap areas and suggest what more needs to be done to help achieve the objectives of the Act. The interns would be familiarized with the process of seeking information and enabling access to information under the RTI regime.

Under the scheme, DOPT is offering short-term internships to Undergraduates who are in the second year pursuing five year integrated course in Law or graduates in the first year pursuing three year graduation course in Law from a recognised and reputed University to conduct an analysis of RTI Applications in select public authorities.

2.0 Areas of Study and Research Output

The RTI Internship is being offered to analyze a sample of the RTI applications received in the calendar year 2014 by select public authorities. The analysis of the applications would aim to get an overall picture of the applications received and do an in-depth study of the information sought and the response by the CPIO/ Public Authority. Templates of the expected outputs are enclosed. Template I covers the preliminary analysis of the Public Authority while Template II covers the detailed analysis of the selected RTI applications. The interns would also study the status of suo motu disclosure of the Ministry/Department allotted to them for their internship and would submit a report in this regard, as per the guidelines mentioned at **Annexure I**.

3.0 Guidelines/ Salient Features of the Internship Programme

Duration	 The internships would be for duration of one month starting 1st December, 2015 onwards. The internship programme is neither a job nor any such assurance for a job in the Department of Personnel of Training or any other Ministry/ Department in
Remuneration	Government, Travel costs of interns will be reimbursed on actual basis up to Rs. 5000/- on submission of reports.
Logistic Support	Interns will be provided with the necessary logistics support i.e, office space and photocopy facility.
Submission of Paper	The Interns will be required to submit to the Department of Personnel and Training and the selected Ministry/ Department a report on the Areas of study as detailed above.
Placement for	The Interns will be placed in selected Ministries/
internship	Departments
Certificate of	Certificates will be issued on satisfactory completion of their
internship	internships and on submission of their Reports

4.0 Methodology

- a) The Department of Personnel and Training will coordinate with the selected Public Authorities for the internship programme.
- b) An initiation workshop will be held for the interns at the beginning of the internship. The work of the interns will be monitored through weekly interactions with the interns by the Department of Personnel and Training.
- c) The interns will be allotted to selected Public Authorities. The interns will report to a nodal officer of the selected Public Authority. The interns will spend 2(two) weeks to study and analyze the RTI applications and one week to study the status of suo motu disclosure of the Ministry/Department concerned. The last week would be devoted to writing the report.
- d) The interns are required to find out what are the major queries / complaints on policy initiative that the citizens are desiring to address.
- e) Based on the analyses of RTI applications made by them the interns have to make specific recommendations regarding the following points in their report:
 - (i) Various kinds of information / documents of the Department that can be included in the suo-motu disclosures
 - (ii) Major governance policy initiatives that can be taken to improve governance.

- f) The interns will be required to study the applications received by atleast 5 CPIOs within the public authority which receive the maximum applications. They will be required to select randomly 100 applications of last two years.
- g) Copies of all RTI applications analysed will be submitted to DOPT alongwith the report. A soft copy of the templates and report on suo motu disclosure has to be submitted to the email id usir-dopt@nic.in by 28th February, 2016. Non submission of either will be treated as an incomplete report.

<u>@</u>Arora

(G. S Arora)
Deputy Secretary (IR)
Tel No. 23092755
e-mail osdrti-dopt@nic.in

ANNEXURE -I

REPORT ON SUO MOTU DISCLOSURE BY THE PUBLIC AUTHORITY

The interns should study the status of suo motu disclosure in detail and should also discuss about the same with the concerned officer(s) of the public authority. After detailed analysis and discussion, the interns should submit a report on the status of suo motu disclosure. The report should, inter-alia, cover the following points:

- (i) The quantity of information displayed under suo motu disclosure viz. the number and details of items displayed, with regard to section 4(1)(b) of the RTI Act, 2005 and DoPT's OM No.1/6/2011-IR dated 15.04.2013:
- (ii) The quality of such information displayed (against each item) viz. whether complete information has been displayed, whether the information displayed is easily understandable by any citizens, whether information displayed is easily searchable etc.;
- (iii) Whether the information displayed is regularly updated, with dates of updation;
- (iv) Problems being faced, if any, by the public authority in making suo motu disclosure;
- (v) Additional resources required, if any, by the public authority for better suo motu disclosure;
- (vi) Whether any officer(s)/section(s) has been given the responsibility of ensuring adequate quantity and quality of suo motu disclosure and details thereof:
- (vii) Whether any audit of the suo motu disclosure has been made within the Department or by any independent agency and details thereof.
- (viii) Various kinds of information / documents of the Department that can be included in the suo-motu disclosures

	TEMPLA	TE I -Public Autho	ority Level Analysis
SI . No			
1	No of applications recieved by the PA in 2015		
	No of CPIOs in the PA		
3	NO DI CPIOS III LILE PA		
3		Section Officer	
	Level of CPIOS	Under Secretary Deputy	
		Secretary/	·
4		100%	
*	No of CPIOs trained	50%	
5	No of CPIOs trained	30%	
6		Yes	
	RTI Cell	No	
7	LOGO displayed on stationary	Yes	
	,	No	
8	Logo displayed on the point of	Yes	
	receiving applications	No	
9		photocopier	
	infrastructure availbility	scanner	
		CD writer	
10		17 points	
	suo moto disclosure	14-16 points	
•	suo moto disciosare	10-13 points	
		<10 points	
11	Yearly updation of suo motu	Yes	
·	disclosure	No	
	Time Dating of suo motu	Yes	
	disclosure	No	
	Responsibity of Suo motu	1 Nodal officer	
	disclosure	Distributed	
14	RTI-MIS use	Yes	
		No	
15	No of penalties imposed on to Public Authority durin		
	No of cases of disciplinary		
	proceedings recommended by CIC during 2014-15		

	Ter	nplate II -Detailed Analy	sis of the RTI Applic	atio	ns																		
SI. No				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			Ва	sic	Inforr	nation																	
1	Applicant Government	Yes																					
	employee	No																					
	Applicant from the	Yes																					
2	same Public Authority	No																					
	Is the applicant a	Yes																					
3	regular information seeker	No																					
	application received	Yes																					
4	online thru web portal	No																					
5	Application Date																						
6	Date of receipt in Publi	c Authority																					

	-		Content	of ap	plicati	on		 							-						
		1 to 5										Τ			Т					Ī	
7	No of questions asked	6 to 10											\top		\top		7				
	1	>10								\neg	\neg			$\neg \vdash$	十	╅			十		
	Approx no of words	< 200				<u> </u>				+	\dashv	-	+	\dashv	+	+	\dashv	_	\dashv		
8		201 to 500								_			_	\vdash	╅	_	_	$\neg \dagger$	十		
		>500			1					1			\top		+	+	-		+	.	
		Information		1									_	$\neg \vdash$	\top	_		\dashv	_		
9	4	Clarification				<u> </u>				\dashv	+	+	+		+		\dashv		十	\dashv	
	1 ' '	Grievance		 				\neg		+		+	\dashv		+	\dashv	十		+	-	
		Policy				 			$\neg +$	7		+	\dashv		+	\dashv	_		十		
		Personnel		1	<u> </u>	 		 	_			+	╅		\top	\dashv		\neg			
	Information Sought on	Third Party								7		_	+	_	十	\dashv	\dashv		\dashv		
10	issues related to	procurement related		1	1							1	1		十	十	$\neg \dagger$	\neg	一		
	 <u> </u>	Public Grievance		 								\top	\top		\top	\neg					
		Without any apparent purpose								T					1						
		multiple issues			ļ																
11	Information on life	Yes																			
	and liberty	No																			
		Current Year		<u> </u>			<u> </u>														
12	Information sought	Last 1 year		-	ļ		ļ										\Box				
	relating to	Last 1 to 5 years		ļ	ļ			 .		_											
		>5 years old		ļ	ļ			 				\perp	_ _		1				.		
	Information sought	1		ļ	ļ			 				┸							_		
13	relates to number of	2			ļ	<u> </u>															
	public authorites	>2																			
		1 to 5																			
14		6 to 10		ļ	ļ		<u> </u>			\bot									_		
	sought	10 to 50		ļ	ļ	ļ	<u> </u>						_ _			┸	_		_		
	Application linked to	>50 Yes		 -	 			 \vdash	\dashv			+			+	+			\dashv		
15				<u> </u>		<u> </u>	ļ		\perp												-
13	an event or new poicy	No										ŀ									
	decision			ļ <u>.</u>	ļ	ļ. <u>. </u>	<u> </u>	 				4	_		1		_		_		
	Information is availble	<u> </u>		<u> </u>			<u> </u>								\perp						
16	in Public Domain	No																			
	Information sought	Yes		-	 		 		\dashv		+		+	-	+	+	\dashv		\dashv		

18	under the purview of Suo Motu disclosure Application transferred under section 6(3) Transferred in time	Yes No Yes No														
		INO	Reply to	Info	matic	 		L_				<u></u>			\perp	
20	Information sought given	complete partial rejected	Керту к		- Inacio										-	
21	Reasons for rejection given	under section(s) NA								-					+	
22	Reasons for partial information	records not available partly transferred partly rejected u/s NA														
23	Third party consulted	Yes NA						1						1	\perp	
24	exempt information disclosed due to public interest	yes													_	
25	assistance sought from other officers	Yes No														_
26	Information given but after due date	Yes No												+	_	
27	•	Yes No					+	-							$\frac{1}{1}$	
28	Inspection given within 30 days	Yes No												+	\pm	
29		<1 hour 1 to 4 hours 1 day													_	

]	·	>1 day		T						T	ПТ					1			
			Experi	ence o	of CPIC))		l				1		 ,		l	L		
		difficult		T	1	<u> </u>	П			T	П							1	
30	l Giving Reply is 1	easy	-	<u> </u>					\dashv	+							\dashv	\dashv	-
31		considerable time								1									
31	aplications consume	not much of time							_ _	+								_	\neg
	Resources available	adequate								\dagger							1		
32	for RTI replies such as scanner, printer etc.	insuffucient .											į						
		consume a lot of time							_	1							7		
	Inspection of	space constraint															\dashv		
33	files/documents by applicants -	A staff has to be spared for inspection		 													_		
	diffficulties faced	No such difficulty														 			
		Easier								+							\dashv		
34	made handling RTI applications	more difficult																	
		additional manpower								1							1		
35	Requirement of CPIO	training							\top	1-	1	_		 			-	\dashv	\dashv
		Legal person to attend CIC hearings								1-							\exists		
36	CIC haarings	consume a lot of time																	
30	CIC hearings	very few hearings								1									
	D lt.	yes																	
37	Penalty imposed by CIC	Only Show cause notice															$\neg \uparrow$		
	CIC	Not even SCN				<u> </u>										 			
			Record	Mana	geme	nt	·		<u> </u>		L				L				
	Have the records been	Yes																	
38	indexed and catalogued as provided in section 4(1)(a) of RTI Act	No																	
	Have the records been	Yes																	$\overline{}$
39	digitised	No																	

40	Last weeding out of	in Month, Year	T						Т	7									
40	records done	Not done yet													-				
	T' 1 1 1 1 1	upto 1 day										$\neg \Gamma$							
41	Time taken to retrieve	2-5 days																	
	old records	More than a week																	
	Is there a Central	Yes																	
42	record room for all	No												- 1					
	sections										- 1		l					Ì	
			Firs	t App	eal											 			
43		Yes																	
45	First Appeal Filed	No																	
		Information not given																	
		Information not given in time																	
		Additional fee sought																	
		Reasons for rejection not conveyed																	
44	Basis of Appeal	Insufficient information given																	
	pasis of Appeal	Information given is not correct																	
		Information given but applicant not												1					
		satisfied																	
		Information given but not received by																	,]
	•	applicant																	
	Was a copy of the RTI	Yes																	
45	application and reply	No																il	
	of CPIO annexed																	ıl	
		V	-							\dashv	\dashv	 				 <u> </u>		\dashv	
	Did the appeal stick to	Yes									1	İ							
46	the information																		
	sought in the RTI	No															•		
	application																		
47	Personal hearing	Yes																Ш	
۳/	sought	No																	
48	Borconal boaring given	Yes																	
40	Personal hearing given	No																	
		accept the appeal										\neg							
49	FAAs decision	reject the appeal										\neg							
		Directions to CPIO																П	
	• • • • • • • • • • • • • • • • • • • •		Exper	ence	of FA	\\ \	l	·								 •			

		difficult	T	 	Т	Т	Τ	1	T	Т	T	Γ.				т-	_	
50	Giving Reply is	easy	+	 \vdash		-	+	-		-	-	 					+	
51	Training required for		+	1			_	ļ <u> </u>		┼	\vdash	ļ		·			\dashv	
21	handling appeals	No					+			╁┈		╁┈					+	
52	Reply to RTI appeals	considerable time					1			1	_	 			\dashv	-	+	
32	consume	not much of time					1-		_		1-	-				\dashv	_	
	Online RTI portal has	Easier								<u> </u>	-					\dashv	+	\neg
53	made handling RTI	more difficult								<u> </u>								_
	appeals					İ												
		Second Appeal		 !						-	\vdash		-		\neg	-	-	\dashv
54	Second Appeal/	Yes								 	 	<u> </u>				-		$\overline{}$
	complaint Filed	No																
		accept the appeal					<u> </u>			1					_		+	\dashv
		reject the appeal								<u> </u>	1							\dashv
55	CICs decision	Penalty imposed									†						一—	
		Disciplinary procedings recommended															_	\neg
		recommendations to public authority	1	 				-		-					_		-	
	CICs decision	Yes								+				-			+	\dashv
56	complied	No										†					\top	\neg
		Writ filed in High Court									1						\neg	\neg