F. No 14/9/2014 - IR Ministry of Personnel, PG and Pensions Department of Personnel and Training,

North Block, New Delhi-110001 Dated: 10th November, 2014.

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, 2014 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 Government,
Remuneration	Travel costs of interns will be reimbursed on actual basis up
rtomanoration	•
	to Rs. 5000/- on submission of reports.
Logistic	Interns will be provided with the necessary logistics support
Support	i.e, office space and photocopy facility.
Submission of	The Interns will be required to submit to the Department of
Paper	Personnel and Training and the selected Ministry/
	Department a report on the Areas of study as detailed
	above.
Placement	The Interns will be placed in selected Ministries/
	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 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 20 applications(which are not older than 6 months) from each CPIO for study.

- They will be required to select randomly 20 applications(which are not older than 6 months) from each CPIO for study.
- e) 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, 2015 Non submission of either will be treated as an incomplete report.

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	TEMP	LATE I -Public Authority Level Analysis	
SI . No		,	
1	No of applications recieved by	the PA in 2014	
2	No of CPIOs in the PA		
3		Section Officer	
	Level of CPIOS	Under Secretary Deputy	
		Secretary/	
		Director	
4	No of CDIOs tusined	100%	
	No of CPIOs trained	50%	
5	No of CPIOs trained		
6	RTI Cell	Yes	
	Kircen	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	
12	Time Dating of suo motu	Yes	
	disclosure	No	
13	Responsibity of Suo motu	1 Nodal officer	
	disclosure	Distributed	
14	RTI-MIS use	Yes	
		No	
15	No of penalties imposed on the		
	Public Authority during 2013-1		
16	No of cases of disciplinary proc		
	recommended by CIC during 20	013-14	

	Ter	icatio	ns																			
SI. No			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		E	Basic	Inforn	nation		-															
1	Applicant Government	Yes											1									
	employee	No																				
	Applicant from the	Yes																				
	same Public Authority	No																				
		Yes																			*	
3	regular information seeker	No																				
	application received	Yes																				
4	online thru web portal	No																				
5	Application Date																					
6	Date of receipt in Public	c Authority																				

Content of application																			
		1 to 5																	
7	No of questions asked	6 to 10																	
		>10																	
	Approx no of words	< 200																	
8	used in framing	201 to 500																	
	question	>500																	
		Information																	
9	Application relates to	Clarification																	
		Grievance																	
	Information Sought on	Policy																	
		Personnel																	
		Third Party															_		_
10	issues related to	procurement related															\perp	_	_
	issues related to	Public Grievance															_		_
		Without any apparent purpose									_						_	_	_
		multiple issues									-	_					\rightarrow	-	_
11	Information on life	Yes									_						_	_	_
11	and liberty	No						_			-	_		_			+	-	_
		Current Year						_	-		_			_			-	_	_
12	Information sought	Last 1 year					_	-	-		-	-				-	+	\dashv	_
	relating to	Last 1 to 5 years		-		\vdash	_		-		+-	-	-	_			+	-	_
		>5 years old	-	+		-		+-			+	-	-				\rightarrow	-	_
	Information sought	1		+		\vdash			-		-	-	-				+		_
13	relates to number of	2							_		-	-	-				-1		_
	public authorites	>2						\perp									_		_
	100 20	1 to 5				\perp		\perp	_		_						_	-	_
14	Pages of information	6 to 10							-		-		-		-		\perp	_	_
14	sought	10 to 50							-	\vdash	-	-	-	-			_	_	_
		>50		+		+	_	-	-	\vdash	+-	-	-	-			_	-	_
	Application linked to	Yes											_						
15	an event or new poicy	No									1		1	,					
	decision										_	_	_				_		_
	Information is availble	Yes																	
16	in Public Domain	No																	
	Information sought	Yes		+	_	+		+	-		+								

17	under the purview of Suo Motu disclosure	No													
18	Application transferred under	Yes					+			+				+	
19	section 6(3) Transferred in time	Yes No						+							
	- 10		eply to	Info	rmatic	n			-						
20	Information sought given	complete partial rejected													
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						-						-	
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	Inspection sought	Yes No													
28	Inspection given within 30 days	Yes No											\perp		
29	Inspection time	<1 hour 1 to 4 hours 1 day													

1		4.1		T			Т		T	T		T	T				
		>1 day	Experie	2000	F CDIO												
			Experie	nce o	CPIO			1	П		П		Т			\top	\top
30	Giving Renly is	difficult		-		_	+	-	+	+	\vdash		+-		_	+	+
		easy	_	-	-	_		_	+	+	-		+	\vdash	_	+	+-
31	Reply to RTI	considerable time														_	
31	aplications consume	not much of time													_	+	_
	Resources available	adequate															
32	for RTI replies such as scanner, printer etc.	insuffucient															
	1 11 11	consume a lot of time													_		+-
	Inspection of	space constraint															
33	files/documents by applicants -	A staff has to be spared for inspection							\sqcup								
	diffficulties faced	No such difficulty															
	Online RTI portal has	Easier					\perp	_			-				-	_	+
34	made handling RTI applications	more difficult		2													
		additional manpower															
35	Requirement of CPIO	training															
		Legal person to attend CIC hearings					\perp				-	\vdash	_		-	_	
36	CIC hearings	consume a lot of time					\perp	_				-	+			_	
36	Cic nearings	very few hearings					\perp		1	_	-		_	-		-	
	Penalty imposed by	yes					1-1	_			-					-	+-
37	CIC	Only Show cause notice									-	-				-	+
	CIC	Not even SCN															
			Record	Mana	gemen	t					_			1	П		
	Have the records been					-	+	_	+		+		-	+		-	+-
	indexed and	No															
38	catalogued as																
	provided in section																
	4(1)(a) of RTI Act						+				+	-	+	-	\vdash	-	
39	Have the records been digitised	Yes No				+											

	Last weeding out of	in Month, Year					T									
40	records done	Not done yet														
		upto 1 day														
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														
	sections													ł		
			Firs	t Appea												
42		Yes														
43	First Appeal Filed	No														
		Information not given														
		Information not given in time														
		Additional fee sought														
		Reasons for rejection not conveyed														
4.4	Desir of Assess	Insufficient information given														
44	Basis of Appeal	Information given is not correct														
		Information given but applicant not														
		satisfied														
		Information given but not received by														
		applicant														
	Was a copy of the RTI	Yes							×							
45	application and reply	No														
	of CPIO annexed															
	Did the appeal stick to	Yes					11	1							\vdash	
	the information															
46			-			_	+	_	_	-			_	+-	\vdash	-
	application	No														
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	N.	-				+	_		+			_	-	\vdash	_
47	1	Yes	+				+	-						-	\vdash	_
	sought	No	-	_		_	+ +	_		+				+	\vdash	_
48	Personal hearing given	Yes	-			_	+	_		+-			+	+	\vdash	-
		No	-				+	_		+			_		\vdash	_
40	EAAs desision	accept the appeal					+++	_		+-	\vdash	_	+	+	\vdash	
49	FAAs decision	reject the appeal			+		+++	_		+-			-	+	\vdash	
		Directions to CPIO	Experi													

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	T	lice. I.				Т	 T	Т					
50	Giving Reply is	difficult	-			 _	 _	-			_	_	
	Grang repry is	easy											
51	Training required for	Yes											
31	handling appeals	No											
52	Reply to RTI appeals	considerable time											
52	consume	not much of time											
	Online RTI portal has	Easier											
53	made handling RTI	more difficult											
	appeals												
		Second Appeal											
	Second Appeal/	Yes											
54	complaint Filed	No											
		accept the appeal											
		reject the appeal											
55	CICs decision	Penalty imposed											
		Disciplinary procedings recommended											
		recommendations to public authority											
	CICs decision complied	Yes											
56	,	No											
		Writ filed in High Court							Ψ.				

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.
