F. No 1/27/2011 -IR Ministry of Personnel, PG and Pensions ~ Department of Personnel and Training,

North Block, New Delhi-110001 Dated 26th December, 2011

Office Memorandum

Subject: Guidelines on Internship for Undergraduates pursuing five year integrated course in Law under the Centrally sponsored Scheme on "Improving Transparency and Accountability in government through effective implementation of Right to Information Act" for the year 2011-2012

Introduction 1.0

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 through Government Accountability in Transparency and 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.

An Internship Programme has been felt need for the Ministries and Departments in the Government of India, which is beneficial both to the Departments and the intern. The Internship Programme will ensure interaction of the officers involved in the implementation of the RTI regime 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 this scheme, DOPT is offering 8 (eight) short-term internships to Undergraduates pursuing five year integrated course in Law 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 2010-2011 by select public authorities. The analysis of the applications would aim to get an overall picture of the applications received and do an indepth 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.

3.0. Guidelines / Salient Features of the Internship Programme:

Duration	 The internships would be for duration of one month starting 2nd January, 2012. 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 the interns will be reimbursed on actuals up to a cost of Rs. 5000/- on submission of reports.
Logistic Support	Interns will be provided with the necessary logistics support i.e., office space and computer.
Submission of Paper	The Interns will be required to present to the Department of Personnel and Training and the selected Ministry/Department a report on the Areas of study as detailed above. Simultaneously they will also be required to give to the concerned HOD and Department of Personnel and Training their feedback on their experience of the programme.
Placement	The interns will be placed in selected Ministries/Departments in groups of two
Certificate of Internship	Certificates will be issued on satisfactory completion of their internships and on submission of their Reports.

4.0. Methodology

- a) National Law University, Delhi (NLU) will coordinate the internship programme in collaboration with IR Division, Deptt of Personnel and Training. NLU will nominate a faculty as the nodal faculty for this project. The nodal faculty will facilitate the research and monitor the work of the interns. NLU may engage an RTI expert to assist in guiding the interns.
- b) The Department of Personnel and Training will coordinate with the selected Public Authorities for the internship programme.

- c) An initiation workshop will be held for the interns at the beginning of the internship. The nodal faculty, officers of DoPT and officers from the selected Public Authorities will attend. The work of the interns will be monitored through weekly interactions with the nodal faculty and officers from DoPT.
- d) The interns will be allotted in pairs to selected Public Authorities. The interns will report to a nodal officer of the selected Public Authority. They will be expected to work under the guidance of the nodal faculty and nodal officer of the Ministry concerned. The interns will spend **3(three)** weeks to study and analyze the RTI applications and the last week for writing the report.
- e) The interns will be required to study the applications received by 5 CPlOs within the public authority which receive the maximum applications. They will be required to select randomly 20 applications from each CPlO for study. In case the Public Authority has only one CPlO the interns may study RTl applications received by 5 divisions.

The interns are expected to collect the sample RTI applications and finish Template I in the first week and there after finish Template II in the next two weeks. Copies of all RTI applications analyzed will be submitted to DoPT along with the report. A soft copy of the templates has to be submitted to <u>osdrtidopt@nic.in</u> by 1st February, 2012. Non submission of either will be read as an incomplete report

(Anuradha S. Chagti)
Director (IR)
Tel No. 23093074
Fax 23093022
e-mail osdrti-dopt@nic.in

Τo

- 1. National Law University (Prof. Srikrishna Deva Rao, Registrar), Sector 14, Dwarka New Delhi.
- 2. Department of Higher Education (Sh. R.P Sisodia, Joint Secretary) Shastri Bhawan, New Delhi.
- 3. Ministry of Urban Development (Sh. V. K. Sharma, Joint Secretary), Nirman Bhawan, New Delhi.
- 4. Central Board of Direct Taxes (Sh. Nilimesh Baruah, Director) Directorate of Income Tax (O&M services) Level 5 East Block II, R. K. Puram, New Delhi

		TEI	MPLATE I -Public Authority Level Analysis
I . No			
	No of applications recieved by t	he PA in 2010-	6 3
	2011		
<u> </u>	No of CPIOs in the PA		
}	<u> </u>	Section Officer	
		Under Secretary	
	Level of CPIOS	Deputy	
		Secretary/	
		Director	
1	t color aminad	100%	
	No of CPIOs trained	50%	
5	No of CPIOs trained in 2011		
 5		Yes	
	RTI Cell	No	
7	LOGO displayed on stationary	Yes	
-	• •	No	
 B	Logo displayed on the point	Yes	
	of receiving applications	No	
9		photocopier	
	infrastructure availbility	scanner	
		CD writer	
10		17 points	
		14-16 points	
	suo moto disclosure	10-13 points	
		<10 points	
11	Yearly updation of suo moto	Yes	
	disclosure	No	
12	Time Dating of suo moto	Yes	
	disclosure	No	
13	Responsibity of Suo moto	1 Nodal officer	
	disclosure	Distributed	
14	RTI-MIS use	Yes	
-		No	
15	No of penalties imposed on t	he CPIOs of the	
-	Public Authority during 2010-		
16	No of cases of disciplinary pro		
[recommended by CIC during	2010-2011	

	Tem	plate II -Detailed A	nalysis of the		plicat						
SI. No			1	2	3	4	5	6	7	8	9
		Basic	Information								
1	Background of	Rural						·			
	applicant	Urban									
2	Sex of applicant	Male					Ī	,			
	Sex of applicant	Female									
3	Applicant	Yes									
	Government	No									
4	Applicant from the	Yes									
	same Public	No	:								
. 5	Application Date										
6	Date of receipt in P	ublic Authority									
7	Language of Application	Hindi									
		English									
		Other									
8	Legible	Yes							1		
		No				ļ					
9	Pages in	1 to 2									
	Pages in Application	3 to 5									
		> 5									
			Fee								
10		Cash									
	Mode of Payment	IPO							ļ	ļ	
		Draft									
		CAPIO									
11	Correct Fee	Yes									<u></u>
	Correct ree	No									
12	Additional fee	Yes								1	
	sought	No							ļ	ļ	ļ
13	Information	Yes									
	sought by BPL	No									

>

		Content of a	pplicati	on		1		1			
14	No of questions	1 to 5	<u> </u>								
- 1		5 to 1 0					<u></u>				
_	asked	>10]						
15	Approx no of	< 200									
		201 to 500	<u> </u>								
		>500									
40		Information	 	 	 	†·· -				<u> </u>	
10	I Anniication raiatae L	Clarification	 	<u> </u>		<u> </u>	·	· · · · · ·			
	lan	Grievance	-	-	+	 	1 -	 			
47		Policy	· 		 		 	<u> </u>	 		
17	l .	Personnel	 		 	 	+			 	1
	!	Third Party	 	 	. 	 	+	 		<u> </u>	
	0 }	Non Public Authority			+	 	 	1			†
		Public Grievance		 	 	 	-	+		 	
10	Information on life		+	 	-	<u> </u>	1	†			
ΤQ			+	+	 		 -	+	 	 	1
	GITTO TO SELECT	No Current Year		 	+	 -	 	 	 	 	
19	 Information	Last 1 year			+	 	┪	╅		 	†
		Last 1 to 5 years		 -	+-	 	+	 -	 	<u> </u>	
		>5 years old		+	+ -	+	+	-		 _	1
				+	 	 	 	 	 	†	1
20	Information	1	-	╂	 		 	+-	 		+
	sought relates to	2			-	 	 	 	 	 	+
	number of public	>2			ļ	4		-	ļ <u> </u>	ļ	
21		1 to 5		ļ	ļ				 	ļ	
	Pages of	6 to 10		 		_	 -				+
	information sought		_	<u> </u>		+	-	-	 	 -	
	ļ	>50		+	+	-	 	 	 	 	
22	Certified copies	Yes		-	-			+	╁		+
	sought	No			<u> </u>	 	- 		<u>-</u>		
23		Priced									
	Publication sought	Free					1				1
24	Form in which			 				1	1		1
24		Photocopies		+	+	 	 		_		
	Information	CDs	 	 			 		+		
	sought	Samples		+	-	-	 		+		
25	Information	Ordinary Post	-	 	 	+	+	+	+		1
	sought through	Email							<u> </u>		_
26	6 Application linked	Yes									
_	to an event or new	•	- -		+			_	 		
	poicy decision	INU	1								
	7 Information is	Yes	-	_	-	+	1				
Z.	1						+		-	 	+
	availble in Public	No								1	
	Domain	ļ <u> </u>			 			+			+-
2	8 Information	Yes			ľ						
	sought under the	No	1		l		- 1			1	

		Transfer	of Applicat	ion								
29	Application	Yes										
		No		T								
30		Yes										
- •	Transferred in time	No										
	Reply to Information											
31	Developed to in times	Yes		<u> </u>								
	Replied to in time	No										
32	Information	Yes										
	sought given	No										
33	Reasons for	Yes										
	rejection given	No		1								
34	Third party	Yes										
	consulted	No		_								
35	severability clause	Yes										
	applied	No										
36	exempt	yes						İ			i	
	information	<u> </u>		 	 							
	disclosed due to	No					1					
27	assistance sought	Yes		<u> </u>								
3/	from other officers											
	Irom other officers									<u></u>		
38	Information given	Yes			1 1		1					
	but after due date	No		_								
					 							
-	Inspection sought	Yes			} }				-			
39		No		-+	 							
	Inspection given	Yes			} +				 			
40	within 30 days	No			+ +				 		 	
		<1 hour			+				 			
	Inspection time	1 to 4 hours		+ -	1							
_	1	>1 day			1	-						
4	1					<u> </u>						

		First App	eal								
42		Yes		·							
	First Appeal Filed	No		-							
43		Information not given			-						
		Information not given									
		in time Additional fee sought									
		Reasons for rejection not conveyed					:				
	Basis of Appeal	Insufficient information given		,							
		Information given is not correct									
		Information given but applicant not satisfied									
		Information given but not received by applicant									
44	Was a copy of the	Yes									
	RTI application and reply of CPIO	No		,							
4-	annexed	· · · · · · · · · · · · · · · · · · ·	- ·			ļ		 	-	 	
45	Did the appeal	Yes				1					
	stick to the										
	information sought in the RTI	No									
46	Personal hearing	Yes									
;	sought	No									
47	Personal hearing	Yes									
	given	No									
48		accept the appeal								ļ <u>.</u>	
	FAAs decision	reject the appeal							ļ		
		Directions to CPIO			<u> </u>	<u> </u>		<u> </u>		ļ.,	
		Second A	ppeal	,	.			,		<u> </u>	<u> </u>
49	Second Appeal/	Yes		-	 	ļ	 	 -	ļ		
 	complaint Filed	No			ļ			1		ļ	ļ
50		accept the appeal		ļ	ļ	1	1	ļ	 	ļ	
	1	reject the appeal		1	ļ	ļ		ļ		 	ļ <u>-</u>
,		Penalty imposed			١,		 	-	 	 	<u> </u>
	CICs decision	Disciplinary procedings recommended									
		recommendations to public authority									
51	CICs decision	Yes			<u> </u>				1		
	complied	No									
L		Writ filed in High Court									