F. No 1/21/2012- IR Ministry of Personnel, PG and Pensions Department of Personnel and Training,

North Block. New Delhi-110001 Dated 15th October, 2012

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 2012-2013

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 achieving the purpose.

An Internship Programme has been a felt need 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 pursuing five year integrated course in Law to conduct an analysis of RTI Applications in select public authorities.

Areas of Study and Research Output 2.0

The RTI Internship is being offered to analyze a sample of the RTI applications received in the year 2011-2012 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

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 CPIOs within the public authority which receive the maximum applications. They will be required to select randomly 20 applications from each CPIO for study. In case the Public Authority has only one CPIO the interns may study RTI applications received by 5 divisions.

The interns are expected to collect the sample RTI applications and finish Template I in the first week and then finish Template II in the next two weeks. Copies of all RTI applications analysed will be submitted to DOPT alongwith the report. A soft copy of the templates has to be submitted to the email id usir-dopt@nic.in by 1st February, 2013. Non submission of either will be read as an incomplete report.

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To:

- 1. The Registrar, National Law School of India University, P.O.Bag 7201, Nagarbhavi, Bangalore-560072.
- 2. The Registrar, NALSAR University of Law, Justice City, Shameerpet, R.R. District -500078, Andhra Pradesh.
- 3. The Registrar, National Law Institute University, Bhopal
- The Registrar, The West Bengal National University of Juridical Sciences, Dr. Ambedkar Bhavan 12, LB Block, Sector III, Salt Lake City, Kolkata – 700098
- 5. The Registrar, National Law University, NH-65, Nagour Road, Mandore, Jodhpur 342304, Rajasthan
- 6. The Registrar, Hidayatullah National Law University, Uparwara Post, Abhanpur, New Raipur 493661, Chhatisgarh
- 7. The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382007, Gujarat
- 8. The Registrar, Dr Ram Manohar Lohiya National Law University, Sec- D1, LDA Colony, Kanpur Road Scheme, Lucknow-226012
- 9. The Registrar, Rajiv Gandhi National University of Law, Mohindra Kothi, Mall Road, Patiala-147001
- 10. The Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001
- The Registrar, National University of Advanced Legal Studies, NUALS Campus, HMT Colony, PO Kalamassery, Ernakulam-683503, Kerala
- 12. The Registrar, National law University, Brajabiharipur, Near Naraj Bridge, CDA Cuttack-753015, Orissa

		TEN	MPLATE I -Public Authority Level Analysis
			0
No	No of applications recieved by th	e PA in 2010-	-
1	2011 No of CPIOs in the PA		
	No of CPIOS III the TX	Section Officer	
-	-		
Į		Under Secretary	
1	Level of CPIOS	Deputy	
		Secretary/	
	1	Director	
		100%	
	No of CPIOs trained	50%	
	No of CPIOs trained in 2011		
		Yes	
	RTI Cell	No	
,	LOGO displayed on stationary	Yes	
		No	
	Logo displayed on the point	Yes	
•	of receiving applications	No	
	Of Teeching pi	photocopier	
9	infrastructure availbility	scanner	
	mirastructure -	CD writer	
		17 points	
10		14-16 points	
	suo moto disclosure	10-13 points	
	1	<10 points	
	Yearly updation of suo moto	Yes	
11		No	
	disclosure	Yes	
12	Time Dating of suo moto	No	
1	disclosure	1 Nodal office	er
13	Responsibity of Suo moto		
	disclosure	Distributed	
14	RTI-MIS use	Yes	
1		No	
15	No of penalties imposed o	n the CYIUS OF TH	
1.3	In the Alabanith during 20	TO-YOTT	
16	et anger of disciplinary	Dioceeames	
1.	recommended by CIC duri	ng 2010-2011	,

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SI. No		plate in Detailed All	1	2	3	4	5	6	7	8	9
J.1.140		Basic I	nformation						· · · · · ·	<u>_</u>	
1	Background of	Rural	T						<u>.</u>		
	applicant	Urban									
2		Male				-					
	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									
	CCBIDIC	No									
9	Pages in	1 to 2									
	_	3 to 5									
	Application	> 5									
			Fee								
10		Cash					ļ	<u> </u>	ļ		
	Mode of Payment	IPO				ļ	ļ	<u> </u>	ļ	ļ	
	INIOUE OF Payment	Draft							ļ <u>.</u>		
		CAPIO									
11	Correct Fee	Yes					<u> </u>				
	Correctifee	No				<u> </u>			<u> </u>		
12	Additional fee	Yes							ļ		ļ
	sought	No				<u> </u>	<u> </u>			<u> </u>	<u> </u>
13	Information	Yes									<u> </u>
	sought by BPL	No									1

		Content of a	pplica	tion								_			\dashv
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	asked	>10	+				-	-						·	
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	framing question	>500	<u> </u>				1-				├	-+		1	
		Information					⊥ _							+	
16	Application relates	Clarification					\perp	_			ļ	-+		+-	
	to	Grievance	1								ļ			-	
		Policy		7							↓				
17	Information	Personnel	_								1_				
	1	Third Party	+-								<u> </u>			+-	
	Sought on issues	Non Public Authority	+-				T				↓_			-	
	related to	Public Grievance	+							ļ	-				
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18	Information on life		+-	-			\top				1_			-	
	and liberty	No Year					1			\	1_				
19	9	Current Year				-	$\neg \vdash$								
	Information	Last 1 year		-+			1				1				
	sought relating to	Last 1 to 5 years	_			-	\top				\mathbb{T}_{-}				
		>5 years old				 	+								
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	sought relates to	2				┼	-		┼	_	\dashv				
	number of public	>2				-	\dashv		├	+	+		 	_	
	1	1 to 5							┼	+	\dashv		 		
_	Pages of	6 to 10				+	-+		┼─	+-					
	information soug	ht 10 to 50					\dashv		+	+-	\dashv				
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	22 Certified copies	Yes				+-	-				十				
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	25 Information	Ordinary Post			 	+			_	-	_				
	sought through	Email						<u> </u>	_		\dashv			-	
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1	28 Information sought under t	Yes			+-			+-	\dashv			T			
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		Transfer	of Applicat	ion							
29	Application	Yes		ļ						<u> </u>	
		No .		ļ							
30	Transferred in time	Yes		-							
<i></i> .			1-6		<u> </u>	i	1				
31	I	Yes Keply to	Informati	On	1						
31	Ranliad to in time	No	_	 	1						
22	Information	Yes		 							
32	sought given	No		†							
33	Reasons for	Yes									
33	relaction given	No.									
34	Third party	Yes									
	consulted	No									-
35	severability clause	Yes								ļ	
	applied	No									
36	exempt	γes									
	information	No		+	 						
	disclosed due to					L				<u> </u>	
37	assistance sought	Yes								ļ	
	from other officers	No								1	
		Yes			+	-				 	
38	Information given						 			 	
	but after due date	No				<u> </u>	<u> </u>	 		ļ	
	Inspection sought	Yes					ļ		ļ		
39		No				-	 	-	 		
	Inspection given	Yes				 		+		1	+
40	within 30 days	No						 		 	+
		<1 hour				 	 	┼	 	+	+
	Inspection time	1 to 4 hours		+	+	 	1	1			
_	1	>1 day		_	1	1		1			
4	11	1-1 001									

		First Apr	neal								
42		Yes	Jear								
	First Appeal Filed	No		۰	a*-						
43	· · · · · · · · · · · · · · · · · · ·	Information not given			•						
		inolination not given									
		Information not given									
		in time									
		Additional fee sought									
		Additional ree sought	1								
	,	Reasons for rejection									
		not conveyed	1								
'											
•	Basis of Appeal	Insufficient									
		information given									
		Information given is									
		not correct									
		Information given but	-								
		applicant not satisfied									
								 			
		Information given but									
		not received by									
	· · · · · · · · · · · · · · · · · · ·	applicant						ļ			
44	Was a copy of the	Yes									
	RTI application and	No									
	eply of CPIO										
	annexed										
45	Did the appeal	Yes									
	stick to the										
	information sought	No				<u> </u>			 		L
	in the RTI]					
46	Personal hearing	Yes						1		ļ	
,	sought	No						†	1		
47	Personal hearing	Yes				1			<u> </u>	<u> </u>	
-	given	No				 	<u> </u>				
48	<u> </u>	accept the appeal			<u> </u>	†	†	T	1		
	FAAs decision	reject the appeal			 		 	†			
		Directions to CPIO				<u> </u>					
	 	Second A	ppeal	•	•	•					
49	Second Appeal/	Yes							Ţ <u> </u>		
	complaint Filed	No									
50		accept the appeal									
		reject the appeal				I					
,		Penalty imposed			Ţ.						
	ČICA da aista :	Disciplinary procedings				T .					
	CICs decision	recommended						1			
				-				1			
		recommendations to			1			T			
		public authority		,				1	·		
51	CICs decision	Yes									
	complied	No ,									
		Writ filed in High Court									
				· · · · · · · · · · · · · · · · · · ·		•					