F. No 1/22 /2013 - IR
Ministry of Personnel, PG and Pensions
Department of Personnel and Training,

North Block,New Delhi-110001
Dated : 1st November,2013.

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" 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 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 year 2012-2013 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. 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 January, 2014 • 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 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	The Interns will be placed in selected Ministries/ Departments
Certificate of internship	Certificates will be issued on satisfactory completion of their 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.
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 1st February, 2014. Non submission of either will be treated as an incomplete report.

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TEMPLATE I -Public Authority Level Analysis			
Sl . No			
1	No of applications recieved by the PA in 2012-13		
2	No of CPIOs in the PA		
3	Level of CPIOS	Section Officer	
		Under Secretary	
		Deputy Secretary/ Director	
4	No of CPIOs trained	100%	
		50%	
5	No of CPIOs trained in 2011		
6	RTI Cell	Yes	
		No	
7	LOGO displayed on stationary	Yes	
		No	
8	Logo displayed on the point of receiving applications	Yes	
		No	
9	infrastructure availbility	photocopier	
		scanner	
		CD writer	
10	suo moto disclosure	17 points	
		14-16 points	
		10-13 points	
		<10 points	
11	Yearly updation of suo motu disclosure	Yes	
		No	
12	Time Dating of suo motu disclosure	Yes	
		No	
13	Responsibity of Suo motu disclosure	1 Nodal officer	
		Distributed	
14	RTI-MIS use	Yes	
		No	
15	No of penalties imposed on the CPIOs of the Public Authority during 2012-13		
16	No of cases of disciplinary proceedings recommended by CIC during 2012-2013		

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Template II -Detailed Analysis of the RTI Applications																						
Sl. No			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Basic Information																						
1	Applicant Government employee	Yes																				
		No																				
2	Applicant from the same Public Authority	Yes																				
		No																				
3	Is the applicant a regular information seeker	Yes																				
		No																				
4	application received online thru web portal	Yes																				
		No																				
5	Application Date																					
6	Date of receipt in Public Authority																					

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

17	under the purview of Suo Motu disclosure	No																				
18	Application transferred under section 6(3)	Yes																				
		No																				
19	Transferred in time	Yes																				
		No																				
Reply to Information																						
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																				
		No																				
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																				
29	Inspection time	<1 hour																				
		1 to 4 hours																				
		1 day																				

		>1 day																				
Experience of CPIO																						
30	Giving Reply is	difficult																				
		easy																				
31	Reply to RTI aplications consume	considerable time																				
		not much of time																				
32	Resources available for RTI replies such as scanner, printer etc.	adequate																				
		insuffucient																				
33	Inspection of files/documents by applicants - diffficulties faced	consume a lot of time																				
		space constraint																				
		A staff has to be spared for inspection																				
		No such difficulty																				
34	Online RTI portal has made handling RTI applications	Easier																				
		more difficult																				
35	Requirement of CPIO	additional manpower																				
		training																				
		Legal person to attend CIC hearings																				
36	CIC hearings	consume a lot of time																				
		very few hearings																				
37	Penalty imposed by CIC	yes																				
		Only Show cause notice																				
		Not even SCN																				
Record Management																						
38	Have the records been indexed and catalogued as provided in section 4(1)(a) of RTI Act	Yes																				
		No																				
39	Have the records been digitised	Yes																				
		No																				

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40	Last weeding out of records done	in Month, Year																				
		Not done yet																				
41	Time taken to retrieve old records	upto 1 day																				
		2-5 days																				
		More than a week																				
42	Is there a Central record room for all sections	Yes																				
		No																				
First Appeal																						
43	First Appeal Filed	Yes																				
		No																				
44	Basis of Appeal	Information not given																				
		Information not given in time																				
		Additional fee sought																				
		Reasons for rejection not conveyed																				
		Insufficient information given																				
		Information given is not correct																				
		Information given but applicant not satisfied																				
		Information given but not received by applicant																				
45	Was a copy of the RTI application and reply of CPIO annexed	Yes																				
		No																				
46	Did the appeal stick to the information sought in the RTI application	Yes																				
		No																				
47	Personal hearing sought	Yes																				
		No																				
48	Personal hearing given	Yes																				
		No																				
49	FAAs decision	accept the appeal																				
		reject the appeal																				
		Directions to CPIO																				
Experience of FAA																						

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

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.

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