# F. No 14/5/2019-IR Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

North Block, New Delhi-110001 Dated the 30<sup>th</sup> May, 2019

#### 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 Annual Programme 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 an Annual Programme 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 and third year pursuing five year integrated course in Law or graduates in the first and second years pursuing three year graduation course in Law from a recognized 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 2018 and 2019 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

| Number of Interns         | 20  |
|---------------------------|---|
| Duration                  | • The internships would be for duration of 2 months starting 15 <sup>th</sup> June, 2019 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              | Interns will be entitled to a consolidated remuneration of Rs.20,000/- (Rs. Twenty Thousand only) payable on submission and acceptance of their Internship reports by the competent authority in DoPT. No other expenses like travel costs etc. will be reimbursed. |
| Stay/Accommodation        | Interns coming from outside Delhi / New Delhi have to make their own arrangements for stay / accommodation at their own expense   |
| Logistic Support          | Interns will be provided with the necessary logistics support i.e, work space, stationery and facility for photocopying.  |
| 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 internship  | 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 and acceptance of their Reports   |

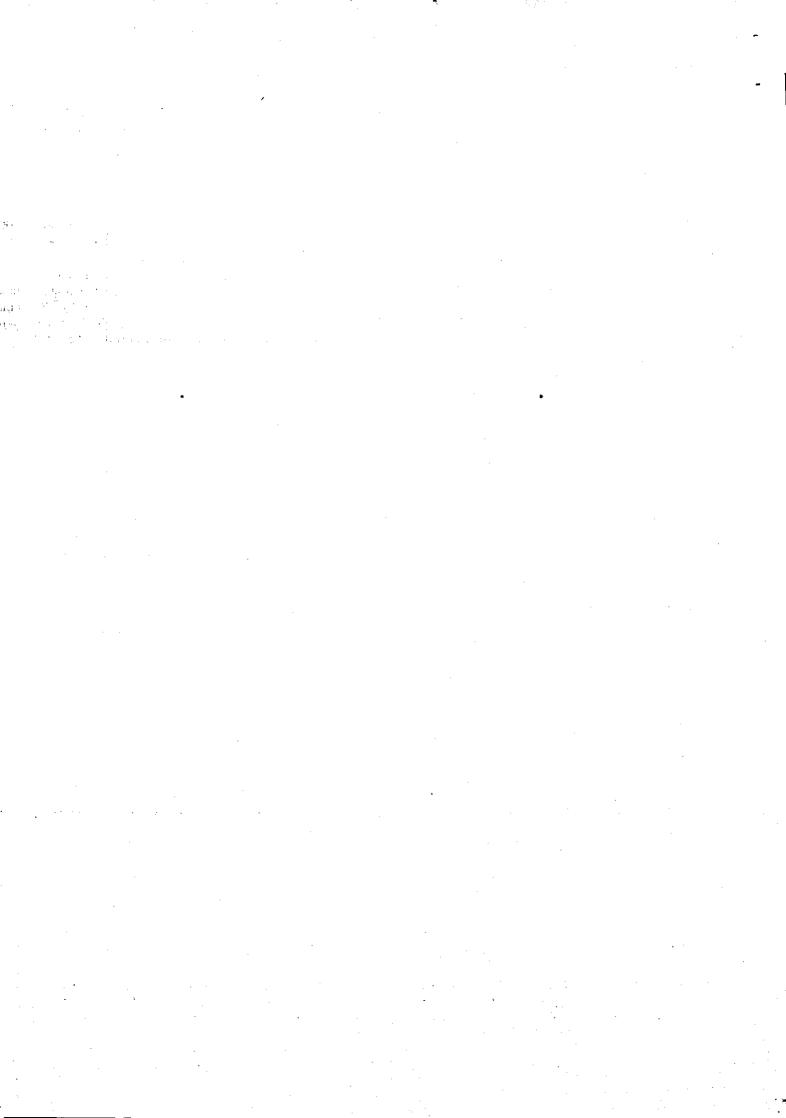
#### 4.0 Methodology

- a) The final selection of the interns for the Internship Programme will be done by a Section Committee of Department of Personnel and Training with the selected Public Authorities for the internship programme.
- b) An orientation 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 select Public Authorities in Delhi. The interns will report to a nodal officer of the selected Public Authority. The interns will spend 06 (six) 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 two weeks 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 desire 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 concerned 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 5 to 10 CPIOs within the Public Authority who received the maximum applications. They will be required to select randomly 200 applications received during the years 2018 and 2019.
- g) Copies of all RTI applications analyzed 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 <u>usir-dopt@nic.in</u> with 15 days from the end of their internship. Non submission of either will be treated as an incomplete report and no certificate regarding successful completion of internship will be issued.
- h) The applications / CV for internship should be accompanied by a recommendation letter from the University / College and self-attested copy of Identity Card issued by the Institution. Last date of receiving duly filled application form along with enclosures mentioned below in this office, is 10<sup>th</sup> June, 2019 by 5.00 PM. Application may be sent through e-mail at the ID usir-dopt@nic.in or physically at the address- Shri S.K.Mishra, Under Secretary (IR), DoPT, Room No. 215 A-III, North Block, New Delhi.

(S.K. Mishra)

Under Secretary to the Government of India
Tel No. 23092356
e-mail usir-dopt@nic.in



## APPLICATION FORM FOR SUMMER INTERNSHIP PROGRAMME ON RTI FOR LAW STUDENT FOR THE YEAR 2019

(Last date of receiving duly filled application form along with enclosures mentioned below in this office, is 10<sup>th</sup> June, 2019 by 5.00 PM. Application may be sent through e-mail at the ID usir-dopt@nic.in or physically at the address- Shri S.K.Mishra, Under Secretary (IR), DoPT, Room No. 215 A-III, North Block, New Delhi)

| S.No. | applicable, N.A. should rejected)  | l be mentioned by the appli   | e mandatory to be filled, if not cant, either the form would be   |
|-------|--|---|---|
| 1.    | Personal Information   | (a) Name of the Applicant  (b) Father's Name  (c) DoB  (d) Present Address  (e) Permanent Address / Residential Address  (f) Contact No. (mobile/landline)  (g) e-mail (Must be filled as all communications will be send on this id also, in addition to |   |
| 2.    | Academics (Mark sheets of all courses must be attached, failing which application would be rejected) | Law course details  | Name of the University (from which pursuing Law course)  Status of University (it is a nationalized university / established by any State Act/ some other university                  |
|       |  |   | Programme: Five year integrated course or three year course  Year (in which pursuing LLB)  Scale (1-10) in the last year of law course (applicable for 5 year integrated course only) |
|       |  | Graduation  | University during the graduation  |

|    |   | Senior Secondary Examination (12 <sup>th</sup> )  Secondary Examination (10 <sup>th</sup> ) | (applicable for three year LLB course students) and aggregate percentage (if scale or grade has been given, it may be mentioned on the scale of 1-10)  Board  Percentage during the Senior Secondary Examination (if scale or grade has been given, it may be mentioned on the scale of 1-10 as per the Board system)  Board  Percentage during the Secondary Examination (if scale or grade has been given, it may be mentioned on the scale of 1-10 as per the Board system)  Board  Percentage during the Secondary Examination (if scale or grade has |   |
|----|---|---|---|---|
|    |   |   | Secondary Examination (if   |   |
|    |   |   | been given, it may be   |   |
|    |   |   | per the Board   |   |
|    |   | Secondary Examination   | Board   |   |
|    |   | (10 <sup>th</sup> )   | Percentage  |   |
|    |   |   |   |   |
|    |   |   |   |   |
|    |   |   | scale or grade has  |   |
|    |   |   | been given by the   |   |
|    |   |   | Board, it may be  |   |
|    |   |   | mentioned on the  |   |
|    |   |   | scale of 1-10 as  |   |
|    |   |   | per the Board<br>system)  |   |
| 3. | Special Achievements, if any (during school or college) |   |   |   |
| 4. | Award, if any (National level only)                     |   |   | _ |
| 5. | Forwarding  |   |   |   |
| •  | letter/confirmation                                     |   |   |   |
|    | letter from University (Mandatory)                      |   |   |   |
|    | <del> </del>  |   |   |   |

Signature of the Applicant:-

Date:-

Place:-

Encl: (i) All mark sheets from Secondary Examination till now (Self Attested).

(ii) Certificate of Special Achievements, if any (during school or college)/ Award (National Level only) (Self Attested).

(iii) Forwarding letter/confirmation letter from University (Mandatory).

### 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

- 6- -

|        | TEMPLATE 1 – Public                                    | Authority Level Analysis |  |
|--------|--|--------------------------|--|
| S. No. |  |                          |  |
| 1.     | No. of allocations received by the PA in 2             | 018 and 2019             |  |
| 2.     | No. of CPIO in the PA                                  |                          |  |
| 3.     | Level of CPIOs   | Section Officer          |  |
| •      |  | Under Secretary          |  |
|        |  | Deputy Secretary         |  |
| 4.     | No. of CPIOs trained                                   | 100%                     |  |
|        |  | 50%                      |  |
| 5.     | No. of CPIOs trained                                   |                          |  |
| 6.     | RTI Cell   | Yes                      |  |
|        |  | No                       |  |
| 7.     | Logo displayed on Stationary                           | Yes                      |  |
|        |  | No                       |  |
| 8.     | Logo displayed on the point of receiving               | Yes                      |  |
|        | applications   | No                       |  |
| 9.     | Infrastructure availability                            | Photocopier              |  |
|        |  | Scanner                  |  |
|        |  | CD                       |  |
| 10.    | Suo Motu disclosure                                    | 17 points                |  |
|        |  | 14-16 points             |  |
|        |  | 10-13 poitns             |  |
|        |  | <10 points               |  |
| 11.    | Yearly updation of Suo Motu disclosure                 | Yes                      |  |
|        |  | No                       |  |
| 12.    | Time Dating of Suo Motu disclosure                     | Yes                      |  |
|        |  | No                       |  |
| 13.    | Responsibility of Suo Motu disclosure                  | 1 Nodal Officer          |  |
|        |  | Distributed              |  |
| 14.    | RTI-MIS use  | Yes                      |  |
|        |  | No                       |  |
| 15.    | No. of penalties imposed on the CPIOs during 2018-19   |                          |  |
| 16.    | No. of cases of disciplinary proceeding during 2017-18 | s recommended by CIC     |  |

| 3 1 1                  |              | <del></del>     |  |  | <del></del>      |   | -  |     |          |          | _L          | 1       |   | 1     |     |     | 1 1                |  |    |
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|                        | <del> </del> | <del>  </del> - |  | 4_                                     | <del>-</del> i   | - -   |    |     |          | ] .      |             | _       | _ |       | _   | _   | - <del>  -</del> - | Value of receipt in Public Authority       | 9  |
| _ .                    | ı            |                 | -                                      | 1                                      | 1                | İ   | 1  | i   |          |          |             | ī       |   | T-    | _ _ |     | ·!                 | 9750 noiteailqqA                           | 9  |
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|                        |              |                 |  | -                                      | ╁╌               | _   |    | -   | -        | ╁        |             | -       |   |       | -   |     |                    | Applicant from size                        | ۲  |
|                        |              | -               | ┪—                                     |  | ╁━               | ├   |    | -   | ├-       | -        | +           | _ _     |   |       |     |     |                    | ON   |    |
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| 61 81 6                | 1 91         | 51 71           | ET.                                    | 15                                     | TT               | 70  | -  | _   | 1        | T        | <del></del> |         |   | ation | wo  | Juj | olsú 8             |  |    |
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|----------------|--|-----------------------|-------------|-------------|-------|----------|-----|---|----------------|-------------|-----|--------------|--------------|--|--------------|--------------|--------------|--------------|--------------|----------|--|
| -              | , and the disclosure                     |                       |             |             |       |          |     |   |                |             |     | $\int$       |              |  |              |              |              |              | Ţ.,          | T        | T  |
| 11             | . I                                      | Yes                   |             |             | _     |          |     |   |                |             | -   | -            | 1.           |  |              |              | 1            |              |              |          |  |
|                | section 6(3)                             | No                    |             |             |       | '        |     |   |                | _           |     | +            | +-           | +-   | +-           | +-           | +-           | +            | 4-           | -        | ┼  |
| 15             | Transferred in time                      | Yes No                |             |             |       | -        |     |   | -              |             | -   | _            | 1            | 1  | _            |              | <u> </u>     | $\perp$      |              | L        |  |
| <del>, ,</del> | Information sought                       | complete Re           | ply t       | Info        | rmati |          |     |   |                |             |     | 上            | 士            | -  |              | 1            | ┼-           | +            |              |          | $\Box$                                       |
| 20             | given                                    | (partia)              |             |             |       |          |     |   | -              | <del></del> | _   | <del>-</del> | <del>,</del> | 1  | - T          | <del></del>  |              |              |              |          | <u></u>                                      |
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| .21            | Reasons for rejection                    | under section(s)      |             |             |       |          |     |   |                |             |     |              |              | <u>                                     </u> |              | -            | +-           | +            | -            |          | -  |
|                | Reasons for partial                      | records not available |             |             | -     |          |     | - |                |             | - - | +-           | -            | _  |              |              |              |              |              |          |  |
|                | information                              | partly transferred    |             |             |       |          | _   | - | <b>-</b>  -    |             | ┿   | -            | -            | ⊢  |              | -            | -            | ├_           | $\sqcup$     |          |  |
| <b>22</b>      |  | partly rejected u/s   |             |             |       |          |     |   | <del> -</del>  | _           | +-  | -            | <del> </del> | ├  |              |              | }            | ├            | $\square$    | <u></u>  |  |
|                |  | NA                    |             |             |       | $\Box$   |     |   |                |             |     |              | -            |  |              | -            | -            | 1            |              |          |  |
| 23             | Third party consulted                    | Yes                   |             |             |       |          |     |   |                |             |     |              |              |  |              |              |              |              |              |          |  |
|                |  | NA ·                  |             |             |       |          | 1   | - |                | +-          | ╁   |              | -            |  | -            |              |              |              | <del> </del> | _        |  |
| . 24           | exempt information                       | yes                   |             |             |       |          |     |   |                |             |     |              | -            | -  |              |              | -            | <del> </del> | $\vdash$     |          | <del></del> -                                |
| .24            | disclosed due to public interest         | No                    |             |             | .     |          |     |   |                |             |     |              |              |  |              |              |              |              |              |          | <u> </u>                                     |
| ·              | -  | Yes                   |             | ` }         | İ     |          |     |   |                |             | Τ   |              |              |  | - 3          |              | -            |              |              | -        |  |
| 25             | frame = +1                               | No .                  |             |             |       |          | _   | - |                | - -         | ┿   |              |              | -,-  |              | 27           |              |              | -            | _        | <u>.                                    </u> |
|                | Information given but                    | Yat                   |             | - 1         |       |          |     |   |                |             |     |              |              | 7  |              |              |              |              | -            | $\dashv$ |  |
| 26             | INTER dua dasa                           | No                    |             |             |       | $\dashv$ | +   |   | - -            | ┉┤╼╌        | +-  |              |              |  | (\$)<br>1700 | <del>,</del> |              |              |              | $\dashv$ |  |
| 27             | 1  | Yes                   |             |             |       |          | +   |   | -              |             | ┼-  |              | _            |  |              | -            |              |              | 4            | $\dashv$ | •  |
|                |  | No                    |             |             |       |          |     | - |                | +           | +   |              |              |  | · E.         |              |              |              | _            | _        |  |
| 28             | Inspection given                         | Yes                   | _ -         |             |       |          |     |   |                | 1           | 1-  |              |              |  |              |              |              |              | _            | _        |  |
| _              | within 30 days                           | No                    |             |             |       |          |     |   | $\Box$         |             | 1   | _            |              |  |              |              |              |              | 4            | +        |  |
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| 29             | Inspection time                          | to 4 hours            |             |             |       | _        | - - | - | -              | +           |     | $\Box$       |              |  |              |              |              |              | <u> </u>     | _        | -  |
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|     | 30 | Glelat Dank I                              | difficult                                       | Екр             | orienc          | e of CP      | 10           | 4            | <u>.                                    </u> |  |               |        | <u> </u> | L_  |         |         |          |               |             |               | $\Box$       |      |
|     | -  | Giving Reply is                            | easy  |                 | _               |              |              |              |  |  | Ţ             | 7      | T -      | ,   | ,       | 1       | 1.       | <del></del>   | <del></del> |               |              |      |
|     | 31 | Reply to RTI                               | considerable time                               |                 |                 |              | <del> </del> | _            |  |  |               | -      | ٠,       |     |         | -       | -        | <del> </del>  | لب          | <del>  </del> |              | _    |
|     |    | aplications consume                        | not much of time                                | _ _             |                 |              |              |              |  |  |               |        |          |     |         | -       |          | ╂┷┷┥          |             |               | +-           | 4    |
|     | 1  | Becourses - III                            |   |                 |                 |              |              |              |  | 1                                      | -             |        | -        |     |         |         | <b> </b> |               | _           |               | $\bot$       | _    |
|     | 32 | Resources available for RTI replies such a |   |                 |                 | Ì            |              |              |  |  | _             | $\top$ |          | -   |         | -       |          | <del>  </del> |             | _             | 4            | _[   |
|     | 1  | scanner, printer etc.                      | - sometre it                                    | 1               |                 |              |              | -            |  | -                                      |               | +-1    |          | -   | -       |         |          | $\square$     |             |               |              |      |
|     | -  |  |   |                 | 1               | 1 .          |              |              |  | -                                      |               |        |          | İ   |         |         |          |               |             | .             |              | 7    |
| -   |    | inspection of                              | consume a lot of time                           |                 |                 | ┵            |              |              |  | _                                      |               |        |          |     | 3 .     |         |          |               |             | .             |              | 1    |
|     | 33 | files/documents by                         | space constraint                                |                 | <del> </del>    | <del></del>  |              |              |  |  |               | +      |          |     |         |         |          |               | _           | _             | +            | ┨╴   |
|     | ĺ  | applicants -<br>diffficulties faced        | A staff has to be spared for inspection         |                 |                 | <del> </del> |              |              | -  | +                                      | <del>-</del>  | ╂╼╂    |          | -   |         |         |          |               | $\Box$      |               | _            | 1    |
|     | ļ  |  | No such difficulty                              |                 |                 |              | ~            |              | _  | _                                      | +-            | ╁      | -        |     |         | _       |          | _             |             |               | I            | ]    |
| •   | 34 | Online RTI portal has                      | Easier  |                 | ┿               | <del> </del> |              | _            | _ _  |  |               |        |          |     |         |         |          |               | - }         | 1             |              | 1    |
|     | 34 | made handling RTI<br>applications          | more difficult                                  | _               | <del>- </del> - | <del> </del> |              |              |  |  | -             |        |          |     |         |         |          |               | -           | <del></del>   | <del> </del> | ᢤ.   |
|     |    | applica (101)2                             |   | ŀ               |                 |              |              | ļ            |  |  | ĺ             |        |          |     |         |         | $\neg$   |               |             | _             |              | 1.   |
|     | 35 | Requirement of CPIO                        | additional manpower                             |                 | 1               |              | -            |              |  |  | -             |        | _        | _ _ | $\perp$ |         |          |               |             | -             | ·            |      |
|     |    |  | troining<br>Legal person to attend CIC hearings |                 |                 |              | -            | _            |  | - -                                    | -             |        | - -      |     |         | 5       |          |               |             |               |              | j ." |
|     | 36 | CIC hearings                               | consume a lot of time                           |                 |                 |              |              |              | _  | _                                      | -             |        | ╌┼╌      |     | 4       | -       | -        |               |             |               |              |      |
| - } |    |  | very few hearings                               | <del>- </del> - | ļ <u> </u>      |              | _            |              |  |  |               |        | ١,       | -   |         |         | +        |               |             | ┼             | _            |      |
|     | 37 | Penalty Imposed by                         | yes   |                 | <del> </del>    |              |              |              |  | 4_                                     |               |        |          |     | _       | _       | -        |               | +           | +             |              | -    |
| 1   |    | CIC I                                      | Only Show cause notice                          | -               | <del> </del>    |              | -            |              |  | +                                      |               |        |          |     |         | $\cdot$ |          |               |             | +             | <b></b> -    | ĺ    |
| Ĺ   |    |  | Not even SCN                                    |                 |                 |              | _            |              |  | +-                                     | <del>  </del> |        |          | 4   |         | _       |          |               | I           |               | 7.           |      |
|     | 1  | Have the records been                      |   | cord            | Maria           | gemen        | <u> </u>     |              |  | ــــــــــــــــــــــــــــــــــــــ | اا            |        |          | ㅗ_  |         |         |          | _ا_           |             |               |              | l    |
|     | 38 |  | No  | ┼-              | <del>  </del>   | <u></u> ].   |              | $\bot$       | Ţ  | I                                      |               |        |          | 143 | $\top$  | 1       | 777      |               | <del></del> | سنسات         |              |      |
|     | -  | catalogued as provided in section          |   | }               |                 |              |              | ĺ            | 1  |  |               | T      |          |     |         | 1       |          | -             | +-          | <del>  </del> |              |      |
|     |    | 4(1)(a) of RTi Act                         |   |                 |                 | [            |              |              |  |  |               | 1.     |          | á.  |         |         | 1        |               |             |               | - '          |      |
| ľ   | 1. |  | /es   |                 | }               | - 1          |              |              |  | 1                                      |               |        | 1        |     | 1.      |         |          | <b>ं</b>   ः  | 1           | 1             |              |      |
|     | 39 |  | lo  |                 |                 |              |              | +            |  | <del>  </del>                          | ╼┼            |        | 1        | -   | 1       | 1       |          |               |             |               |              | ٠.   |
| Ŀ   | _  | CIBICISAC                                  |   | 1               | T               |              | _            | -            | ┪—   | ┿                                      |               |        |          |     | ⊥.      |         | . 1      |               |             |               |              |      |

4. ...

| 40         | Last weeding out of  | in Month, Year                        | <del></del>   | <del>-</del>                                     | ٠,             |                | <del></del>                            | ···            |          |                |     |                | , 1 <sup>3</sup> | • •     | ÷ ,   | •            | •• •   |                |              | ( ) ( )<br>( ) ( ) |            |
|------------|--|---------------------------------------|---------------|--|----------------|----------------|--|----------------|----------|----------------|-----|----------------|------------------|---------|---|--------------|--|----------------|--------------|--------------------|------------|
|            | records done   | Not done yet                          |               | ╌├──   | -              |                |  | 1-1            | بينب     |                |     |                |                  | $\cdot$ |   |              | T  | 7              | T            | 1                  | T          |
|            | Time taken to retrieve   | upto 1 day                            | -             |  | -              |                | 4, -                                   | -              |          | <u> </u>       |     |                | $\perp$          |         |   |              | 1  |                | _+-          | -                  | 十          |
| 41         | old records  | 2-5 days                              |               | -  |                | -              | <del>}</del>                           |                |          |                |     |                |                  |         |   |              | 7  |                |              |                    | -          |
|            | <u> </u>   | More than a week                      |               | ┼  | ┿┈             | ┿              |  |                |          |                | _   |                |                  |         | $\perp$                                       | $\Box$       |  | 1              |              | +                  | 7          |
|            |  | Yes                                   |               | -  |                | ╅╼╾            | -                                      | <b>  </b>      | _        | <del>[</del> _ |     | _   _          |                  |         |   | $\cdot$      |  |                |              |                    | 寸          |
| 42         |  | No :                                  |               | ╂╼   | -              | ┼              | +                                      | ┝┷┥            |          | -              | _   |                |                  |         |   | L            |  | 1:             |              | 1 4                | 1          |
|            | sections   | <u> </u>                              | 1             |  | 1              | 1 .            | 1                                      |                |          |                | - 1 |                | - }              | 1       |   |              |  | 1              | 7            |                    |            |
|            |  |                                       | -1            | st Ap  | nool           |                | ـــــالـــــــــــــــــــــــــــــــ |                |          |                |     |                |                  | $\perp$ |   |              |  |                | 1.           | 1                  |            |
| 43         |  | Yes                                   | <del></del>   | 1h   | hear           | _              | γ                                      | <del></del>    |          |                |     |                |                  |         |   |              | - <del></del>                                    |                |              | ٠.                 | خنك        |
|            | first Appeal Filed   | No                                    | -             | -  | ┥──            | -              |  |                |          |                | _   |                |                  |         |   | $\Gamma$     |  | T              | T            | 7                  | T          |
|            |  | Information not given                 |               | · <del> </del>                                   | ·              |                |  |                | ļ        | -              |     | - -            | 1_               |         |   | 100          |  |                | 1            |                    | 1          |
|            | records done Time taken to retrieve old records  Is there a Central record room for all sections  first Appeal Filed  Basis of Appeal  Was a copy of the RTI application and reply of CPIO annexed  Did the appeal stick to the information recond the RTI application fersonal hearing given AAs decision | Information not given in time         |               | <del>                                     </del> |                | <del> </del>   |  |                | <u> </u> |                | -   | - -            | <del> </del>     |         |   |              |  |                | T            |                    | 7          |
| ļ          | : )  | Additional fee sought                 | <del>-</del>  | <del> </del>                                     | <del> </del>   | <del> </del>   | <del>├</del>                           |                | [        |                | _[. | _ _            | 4_               | L       |   | $\Gamma$     |  |                | $\Gamma$     |                    | 1          |
| İ          |  | Reasons for rejection not conveyed    | <del> </del>  |  | <del> </del>   | <del> </del>   | <del>  </del>                          | <del> </del> - |          |                | -   |                | 4                | _       |   |              | ·  |                | <u> </u>     |                    | T          |
| 44         | Basis of Appeal  | Insufficient information given        | <del>- </del> | <del> </del>                                     | <del> </del>   | ├─             |  | -              |          |                | -   | _ -            |                  |         |   |              |  |                | $oxed{\Box}$ |                    | 1          |
| . 1        |  | Information given is not correct      |               | <del>                                     </del> | <del> </del> - | <del> </del> - | <del>  </del>                          |                |          | -              |     |                | ٠                | -       | _   |              | 100  |                |              | -                  | Т          |
|            | ·  | information given but applicant not   | -             | <del> </del> -                                   | <del> </del>   |                |  |                | -        |                |     |                |                  |         | _   |              |  |                |              |                    | 1          |
| ŀ          |  | satisfied                             |               | 1  | 1.             | 1              |  | - [            | 1        | - 1            |     | 1              | ŀ                | 1.4     |   |              |  |                | Г            |                    | Т          |
| .          |  | information given but not received by |               |  | <del> </del> - |                |  |                |          |                | _ _ | _              |                  |         | _   |              |  | L              |              |                    | -          |
|            |  | applicant                             |               |  |                |                |  |                | . ]      | (-             | 1   |                |                  |         |   | 1.           |  |                |              |                    |            |
| `          | Was a copy of the STI  | Yes                                   | <del>- </del> |  |                |                |  | -              |          |                | - - |                |                  | 12.     |   |              |  |                |              |                    | 1          |
| 45         | application and ronk   | No                                    |               |  |                |                |  | ).             | ı        | .              |     | ]              |                  | •       | <u> </u>                                      |              |  |                |              |                    | :          |
| ı          | of CPIO annexed  |                                       | 1             | ١.   |                |                | . [                                    |                |          | 7              | 7   | -              | 7.7              | -       | -   | <del> </del> |  | -              | ┝┥           |                    | ├          |
|            |  |                                       |               |  |                |                | }                                      |                |          | .              |     |                |                  |         |   | 1.4          |  |                |              |                    |            |
| ı          | Did the appeal stick to  | Yes                                   |               |  |                |                |  | <u> </u>       | _        |                | _   |                |                  |         | <u>                                      </u> |              |  |                |              |                    | 1          |
| 45         | the information  |                                       |               |  |                | ·              | ł                                      | İ              | - [      |                | 1   |                |                  |         | -   | :            |  |                |              | ٠.                 |            |
|            | tought in the RTI  | No                                    | <b>.</b>      |  |                |                |  | .              |          | ľ              |     | 1.,            |                  |         |   | . ,          |  |                |              |                    | 1          |
| [          | application  |                                       |               |  |                |                |  |                | 7        |                |     |                | -                | -       |   | -            | <del> </del>                                     |                | -            | -                  | -          |
| 47         | ersonal hearing  | Yes                                   | _             |  |                |                |  | · 1.           | ſ        | - (            | ļ   |                |                  |         |   |              |  | ] ]            |              | أرخو               |            |
|            |  | No.                                   |               |  |                |                |  |                | 7        |                | +   | <del> </del>   | 1                | -       | -   | -            | -  |                | -            |                    | <u> </u>   |
|            |  | Yes                                   |               |  |                |                |  |                | _        |                | ┪-  | +              | -                | -       | -   | -            | <del>                                     </del> |                |              |                    | <u> </u>   |
| 10 .       | ersonal hearing given  | No.                                   |               |  |                |                |  |                | - -      |                | 7   | +              | 1 2 .            |         |   |              |  | <del>اجا</del> | ╼┿           |                    |            |
| <u> </u> - |  | <del></del>                           |               |  |                |                |  |                | -        | <del></del>    | -   | <del> </del> - | -                |         |   |              | ļ.,  | <b>  </b>      |              |                    | <b>_</b> _ |
| 9 /        | AAs decision   | accept the appeal                     |               |  |                |                |  | - -            | +        |                |     | +              | -                | -       |   | <b> </b>     |  |                |              | _                  |            |
| `  '       |  | elect the appeal                      |               |  |                | -+             |  | _ -            | +        |                | - - | ┿              | -                |         | -   | -            |  |                |              |                    |            |
|            | [[   | Directions to CPIO                    | ادار          |  |                |                |  |                | _!       | . 1            | 1 . | 1 '            | 1                |         |   | l:: .        | L. Y.J   | . :1           | . T          | T                  |            |

| <u>.</u>                 |                          |          | Τ.                                   |  |   |  |  | _                                  |  |  | _  |  | _   |   |   |  |  |   |                       |   |   |   |
|--------------------------|--------------------------|----------|--------------------------------------|--|---|--|--|------------------------------------|--|--|--|--|---|---|---|--|--|---|-----------------------|---|---|---|
| L                        |                          |          |                                      |  |   |  |  |                                    |  |  | i  |  | ű   | ;   |   | 52   |  | 1   | <u>.</u>              | Ī   | ឆ្ង   | •   |
| -                        |                          |          |                                      |  |   |  |  | Completing Filled                  | account wobself  | Coronal Assessment   |  |  |   | Unline RTI portal has   | consume   | Sigadde in a Arrism  | Replicato Pri  | handling annals   | Training required for | 1   | Giving Reply is   |   |
| Writ filed in High Court | No                       | Yes      | recommendations to nuclic acceptance | essiphalary procedings recommended   | reliaity imposed  | reject the appeal  | accept the appeal  | No                                 | Tes .  |  |  |  | more difficult  | Easier  | not much of time  | Considerable time  |  |   | _                     | олзу  | difficult   |   |
|                          |                          |          | _                                    | 1  | 1   | 1  | 1  | 1                                  | L  | 1  | _  | 1  |   |   |   |  | t  | †   | 1                     |   |   |   |
|                          |                          |          |                                      |  |   |  |  |                                    |  |  |  |  | †   | 1   |   |  |  |   |                       |   |   |   |
|                          | Writ filed in High Cours | complied | No Yes Write filed in High Cours     | CICs decision Yes Commendations to public authority  complied No Writ filed in High Comp | CICs decision Yes commendations to public authority  complied No Writ filed in High Court | CICs decision  City imposed  recommendations to public authority  City decision  Ves  No  Writ filed in High Court | CICs decision Penalty imposed Disciplinary procedings recommended recommendations to public authority CICs decision Yes Outpiled No Writ filed in High Court | CICs decision    Penalty   Imposed | CICs decision  CICs d | CCOmplaint Filed No  accept the appeal reject th | Second Appeal Complaint Filed No accept the appeal reject the appeal Penalty imposed Disciplinary procedings recommended CICs decision CICs decision CICs decision Resommendations to public authority Ves With filed in High Comp | Second Appeal  Complaint Filed  No  accept the appeal  reject the appeal  reject the appeal  Penalty imposed  Disciplinary procedings recommended  CICs decision  CICs decision  CICs decision  Recommendations to public authority  No  No  No  No  No  No  No  No  No  N | Second Appeal  Complaint Filed  No  accept the appeal  reject the appeal  Penalty imposed  Disciplinary procedings recommended  CICs decision  CICs decision  CICs decision  Recommendations to public authority  No  No  No  No  No  No  No  No  No  N | Second Appeals   Second Appeal   Yes   Second Appeal   No   Second Appeal   No   Second Appeal   No   Second Appeal   No   Second Appeal   No   Second Appeal   Second Appeal   No   Second Appeal   Second | Contine RT portal has   Easter   Indicate | Online RTI portal has Easier  Made handling RTI more difficult appeals  Second Appeal/ Complaint Filed  CICs decision  CICs decision  CICs decision  CICs decision  CICs decision  CICs decision  CICs decision  Telect the appeal recommendations to public authority  Tes  Total filed in High Court | Online RTi portal has Easier  Online RTi portal has Easier  Made handling RTi more difficult  appeals  Second Appealy Complaint Filed  No  CICs decision  Olisciplinary procedings recommended  Olisciplinary procedings recommended  Omplied  Out the public authority  Out of the public authority  Out of the public authority  Out of the public authority  Out of the public authority  Out of the public authority  Out of the public authority  Out of the public authority  Out of the public authority  Out of the public authority | Reply to RTI appeals Considerable time Consume Online RTI portal has Easier Online RTI portal has Easier Torred Appeals Second Appeals Second Appeals Complaint Filed RCI accept the appeal Felalty Imposed CICs decision CICs decision CICs decision CICs decision CICs decision CICs decision Roine CICs decision CICs decision Roine CICs decision Roine Reply to RTI appeal Roine Rational Appeal Roine Reply to Rtime Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Roine Ration Ration Ration Roine Ration | handling appeals   No | Training required for Ves   National Period | Training required for Yes   Nes   Glving Reply is difficult  I Training required for Yes  I Training required for Yes  Annothing appeals considerable time consume not much of time  Online RTI portal has Easier  Training required for Yes  Consume considerable time  Online RTI portal has Easier  Training required for Yes  Consume considerable time  Training required for Yes  Consume considerable time  Online RTI portal has Easier  Training required for Yes  Second Appeals  Tes  Second Appeal  Yes  Second Appeal  Yes  Second Appeal  Yes  Second Appeal  Tes  Tes  Tes  Tes  Tes  Tes  Tes  Te |

Q