

**No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

New Delhi, 6<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**

**Subject: Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005**

It has been decided to set up a Task Force consisting of following members to review the provisions regarding suo motu disclosure given in Section 4 of the RTI Act, 2005 and to recommend measures for its better implementation and enforcement:

- |   |                  |
|---|------------------|
| (1) JS (AT&A), Department of Personnel and Training   | Chairperson      |
| (2) One representative of M/o. Information Technology not below the rank of DS/Director to be nominated by Secretary (IT).  | Member           |
| (3) One representative of D/o. AR&PG not below the rank of DS/Director to be nominated by Secretary (AR&PG).  | Member           |
| (4) One representative of M/o. Law not below the rank of DS/Director to be nominated by Secretary (Law)   | Member           |
| (5) to (7) Secretaries of Governments' of Uttar Pradesh, Andhra Pradesh, Bihar dealing with implementation of RTI Act in their State  | Member           |
| (8) to (12) Five representatives of non-government organizations working in the field of RTI, one each from:<br>a) NCPRI, New Delhi<br>b) IT for Change, Bangalore<br>c) Mahiti Adhikar Gujarat Pahel (MAGP), Gujarat<br>d) 'JOSH, New Delhi<br>e) Satark Nagrik Sangathan (SNS), New Delhi | Member           |
| (13) Shri K.G.Verma, Director (RTI), DOPT   | Member-Secretary |
2. The Terms of Reference of the Task Force will be as under:
- a. To examine the provisions of Section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration;
  - b. To recommend other items which may be included for suo motu disclosure, as provided in Section 4(1)(b)(xvii);
  - c. To explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure;
  - d. To recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means also;

- e. To recommend guidelines for complying with the provisions under Section 4(1)(b)(vii) and Section 4 (1) (c) and Section 4 (1) (d);
- f. To give recommendations as to how compliance with the provision of Section 4 (1) (b), (c) (d) and Sections 4 (2) to 4 (4) may be better enforced.
- g. To recommend measures for protection of persons seeking information under the RTI Act
- h. Any other issue incidental to the above.

3. This Task Force may have consultations with other Ministries, State Governments, CIC and SICs and also with other NGOs for finalizing its report. The methodology for working of the Task Force will be laid down by the Task Force itself.

4. The Task Force will finalize its recommendation by 31<sup>st</sup> July 2011 and submit it to the Department for consideration.

*Anuradha S. Chagti*

(Anuradha S. Chagti)

Deputy Secretary

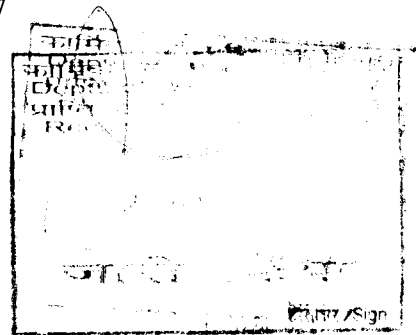
Phone: 23093074

To:

1. Secretary, M/o Information Technology, Govt. of India, New Delhi
  2. Secretary, D/o Administrative Reforms & Public Grievances, Govt. of India, New Delhi, *Sardar Patel Bhawan*
  3. Secretary, Ministry of Law, Govt. of India, New Delhi, *Shastri Bhawan*
  4. Chief Secretary, Govt. of Uttar Pradesh, *Lucknow*
  5. Chief Secretary, Govt. of Andhra Pradesh, *Hyderabad*
  6. Chief Secretary, Govt. of Bihar, *Patna*
  7. Head of Organisation, NCPRI, C 117A, DDA Flat Munirka, New Delhi
  8. Head of Organisation, IT for Change, 393, 17 Main, 35 A Cross Road, 4T Block, Tilak Nagar, Bangalore
  9. Head of Organisation, Mahiti Adhikar Gujarat Pahel (MAGP), B. Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad- 51 Gujarat
  10. Head of Organisation, JOSH, C-7E, DDA Flat, Munirka, New Delhi-67
  11. Head of Organisation, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai-I New Delhi- 17
- With a request to nominate a DS/Director to the Task Force
- With a request to nominate a Secretary level officer dealing with implementation of RTI in the State
- With a request to nominate a senior person so that participation may be meaningful

Copy to:

1. Sr.PPS to Secretary (Personnel)-for information
2. PS to Joint Secretary (AT&A), DoPT
3. Director (RTI), DoPT



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## **NAMES OF MEMBERS OF THE TASK FORCE**

### **Government Nominees:**

1. Shri Rajeev Kapoor, Joint Secretary, DOPT
2. Shri Deepak Kumar, Principal Secretary, GAD, Government of Bihar
3. Shri R.K.Srivastava, Dy. Legal Adviser, D/o.Legal Affairs, Delhi
4. Ms.N.Ramadevi, Deputy Secretary, Government of Andhra Pradesh
5. Ms.Ritika Bhatia, Director, D/o.AR&PG, Delhi
6. Shri K.G.Verma, Director (RTI), DOPT, Delhi

### **Representatives of Civil Society Organisations:**

1. Shri Nikhil Dey, Co-Convener, NCPRI, Delhi
2. Shri Venkatesh Nayak, Co-Convener & Prog. Coordinator, NCPRI, CHRI, Delhi
3. Ms.Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi
4. Shri Parminder Singh, IT for Change, Bangalore
5. Ms.Aheli Chowdhury, Founder Member, JOSH, Delhi
6. Ms.Pankti D.Jog, Executive Secretary, MAGP, Gujarat

### **Special Invitees:**

1. Ms.Anuradha S.Chagti, DS(RTI), DOPT, Delhi
2. Ms.Rakshita, NCPRI, Delhi
3. Ms.Amrita Johri, Infor & Research Coordinator, Satark Nagrik Sangath

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No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated 12<sup>th</sup> May, 2011

Subject: Meeting of the Task Force constituted for effect implementation of Section 4 of the RTI Act, 2005 - regarding

In continuation of this Department's OM of even number dated 6<sup>th</sup> May, 2011 (copy enclosed) regarding constitution of Task Force for effective implementation of Section 4 of the RTI Act, 2005, the undersigned is directed to say that a meeting of Task Force will be held at 12.00 noon on 25<sup>th</sup> May, 2011 in the Conference Room (Room No. 190), North Block, New Delhi. As requested in the OM dated 06.05.2011, an officer may be nominated as member of the Task Force who may be advised to attend the meeting. Lunch would be served during the meeting.



(K.G. Verma)  
Director (RTI)  
Phone: 23092158

To :

1. Secretary, M/o Information Technology, Technology Bhavan, Mehrauli Road, New Delhi - 2338 3513
2. Secretary, D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi
3. Secretary, Ministry of Law, Shastri Bhavan, New Delhi - 2338 7553
4. Chief Secretary, Administrative Reforms, Govt. of Uttar Pradesh, Lucknow 0522-2239283
5. Chief Secretary to Govt. (COORDN&GPM&AR), Govt. of Andhra Pradesh, Hyderabad - 040-23453700
6. Chief Secretary, General Administration Department, Govt. of Bihar, Patna 0612-221708
7. Head of Organisation, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi 223983
8. Head of Organisation, IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya Nagar, Bangalore-41, Fax : 080-41461055, Tel - 080-26654136
9. Head of Organisation, Mahiti Adhikar Gujarat Pahel (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad - 51, Gujarat
10. Head of Organisation, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi
11. Head of Organisation, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai - I, New Delhi - 110 017

Copy to :

1. Sr.PPS to Secretary (Personnel)
2. PS to Joint Secretary (AT&A), DoPT
3. Director (RTI), DoPT

Copy also to Under Secretary (Coord),DOPT with the request to book the Conference Room for 25<sup>th</sup> May, 2011 and arrange High Tea and Lunch for 20 Officers



(K.G. Verma)  
Director (RTI)

M.K. Sharma, JS  
2338305)

By Speed Post

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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(K.G. Verma)  
Director (RTI)  
Phone: 23092158

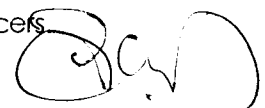
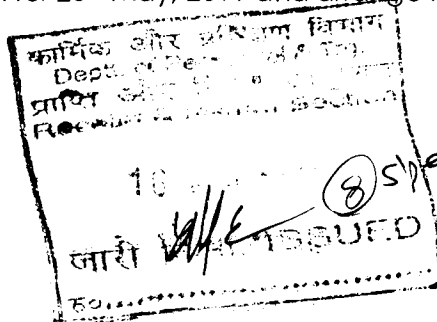
To :

1. Secretary, M/o Information Technology, Technology Bhavan, Mehrauli Road, New Delhi
2. Secretary, D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi
3. Secretary, Ministry of Law, Shastri Bhavan, New Delhi
4. Chief Secretary, Govt. of Uttar Pradesh, Lucknow
5. Chief Secretary, Govt. of Andhra Pradesh, Hyderabad
6. Chief Secretary, General Administration Department, Govt. of Bihar, Patna
7. Head of Organisation, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi
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2. PS to Joint Secretary (AT&A), DoPT 16.5
3. Director (RTI), DoPT

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(K.G. Verma)  
Director (RTI)

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## IT for CHANGE

NGO in Special Consultative status with United Nations' Economic and Social Council

Dated: 16<sup>th</sup> May, 2011

Smt Anuradha S. Chagti  
Deputy Secretary,  
Department of Personnel and Training,  
Government of India, New Delhi.

Subject: Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005.

Ref: Office Memo no n 1/6/2011 - IR

Dear Smt Chagti,

We are in receipt of the refereed office memo and happy to learn that a Task Force is being set up to ensure effective implementation of the Section 4 of the RTI Act, 2005.

IT for Change will like to be represented in the Task Force by myself. Parminder Jeet Singh, Executive Director, and we look forward to working together on taking this very important part of the RTI Act forward and exploring ways to ensure that it is implemented in the full spirit of the Act.

With Best Regards

Parminder Jeet Singh  
Executive Director

Email: [Parminder@ITforChange.net](mailto:Parminder@ITforChange.net)  
Mobile: 09845949445

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No.R-20011/1/2007-Ad.II  
Government of India  
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,  
New Delhi-110001, dated 18<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**

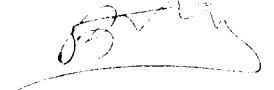
Subject:-Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005.

The undersigned is directed to refer to Department of Personnel & Training's O.M.No.1/6/2011-IR dated 6<sup>th</sup> May, 2011 on the above noted subject and to say that Ms. Ritika Bhatia, Director is hereby nominated to represent Department of Administrative Reforms & Public Grievances in the Task Force. Her particulars are as under:-

Ms. Ritika Bhatia,  
Director (AR)  
Deptt. of AR & PG  
Room No.516  
5<sup>th</sup> Floor, S.P.Bhawan,  
Sansad Marg, New Delhi.

Tel No.: 23360369  
23401407  
e-mail: ritika.bhatia@nic.in

2. This issues with the approval of Secretary (AR&PG).



(B.K. Singh)  
Under Secretary to the Govt. of India  
Tele No.23401440

Department of Personnel & Training  
(Ms. Anuradha S. Chagti, Deputy Secretary)  
North Block,  
New Delhi.

Copy for information to:-

1. Director (AR)
2. Sr.PPS to Secretary(AR&PG)
3. PPS to Additional Secretary(AR&PG)
4. PS to Joint Secretary (ARC)

*JS*  
23/5  
US(RTI)

GOVERNMENT OF INDIA  
DEPARTMENT OF INFORMATION TECHNOLOGY  
ELECTRONICS NIKETAN  
6, C.G.O.COMPLEX  
NEW DELHI-110003

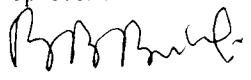
No.7(1)/2011-RTI

19.5.2011

OFFICE MEMORANDUM

Sub. **Constitution of a Task Force for effective implementation of Section 4 of the RTI Act,2005..**

The undersigned is directed to refer to DOPT's O.M. No. 1/6/2011-IR dated 6.5.2011 on the above subject and to say that the Competent Authority has nominated Shri Ajay Sahani, President & CEO, National E-Governance Division to represent DIT in the aforesaid Task Force.

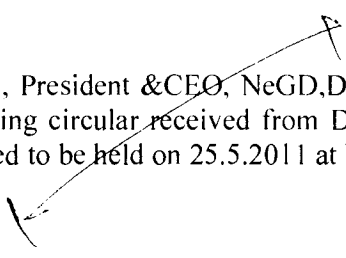
  
(B.B.Bahl)  
Joint Director  
Tel.No. 24369903

✓  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**(Anuradha S. Chagti, Deputy Secretary)**  
**North Block,**  
**New Delhi.**

**Copy to:** Shri Ajay Sahani, President & CEO, NeGD,DIT, New Delhi.:- Enclosed please find meeting circular received from DoPT to attend the referred meeting scheduled to be held on 25.5.2011 at North Block, New Delhi.

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URGENT  
Meeting in PMO

This has reference to the note of AS(S&V) dated 11<sup>th</sup> May, 2011 regarding proposed meeting of Principal Secretary to PM for preparation of a far-reaching agenda in the area of Administrative Reforms to be held on 12<sup>th</sup> May, 2011.

2. The issues listed under the heading **Lack of transparency** relate to RTI Division. All of these pertain to voluntary disclosure by public authorities and need for strengthening the same.

3. It may be noted that *Section 4 (1) (b), (c) & (d)* provide for *suo-motu* disclosure by public authorities. The issue of proper implementation of *Section 4 (1) (b), (c) & (d)* has been under consideration of Government for long and this was also raised during a meeting with the Sub-Group on Transparency and Accountability of NAC. It was felt that the list of items on which *suo-motu* disclosure needs to be made may be extended to include other items such as procurement. The issue of pre-legislative consultation was also discussed in that meeting. In line with those discussions, a Task Force has been constituted by DOPT vide OM No.1/6/2011-IR dated 6<sup>th</sup> May, 2011 (**copy enclosed as Annexure 1**) which also include representatives of NGOs working in the field of RTI. The Task Force is expected to deliberate on all items included in *Section 4 (1) (b)* and to recommend any other items which needs to be included and also to recommend policy for consultation with public on various issues as laid in *Section 4 (1) (b) (viii)*.

4. Our comments on the recommendations enclosed in the paper circulated for the meeting are given in **Annexure 2**. It is for consideration whether we may await the comprehensive proposal as may be implemented after recommendation of the Task Force are available or should these items be taken up for implementation separately?

  
(Rajeev Kapoor)  
Joint Secretary (AT&A)  
11<sup>th</sup> May, 2011

AS(S&V) AS  
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Annex (1)  
(10)

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, 6<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**

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|--|------------------|
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| (2) One representative of M/o. Information Technology not below the rank of DS/Director to be nominated by Secretary (IT).           | Member           |
| (3) One representative of D/o. AR&PG not below the rank of DS/Director to be nominated by Secretary (AR&PG).                         | Member           |
| (4) One representative of M/o. Law not below the rank of DS/Director to be nominated by Secretary (Law)                              | Member           |
| (5) to (7) Secretaries of Governments' of Uttar Pradesh, Andhra Pradesh, Bihar dealing with implementation of RTI Act in their State | Member           |
| (8) to (12) Five representatives of non-government organizations working in the field of RTI, one each from:                         |                  |
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| b) IT for Change, Bangalore  |                  |
| c) Mahiti Adhikar Gujarat Pahel (MAGP), Gujarat  |                  |
| d) 'JOSH', New Delhi   |                  |
| e) Satark Nagrik Sangathan (SNS), New Delhi  | Member           |
| (13) Shri K.G.Verma, Director (RTI), DOPT  | Member-Secretary |

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3. This Task Force may have consultations with other Ministries, State Governments, CIC and SICs and also with other NGOs for finalizing its report. The methodology for working of the Task Force will be laid down by the Task Force itself.

4. The Task Force will finalize its recommendation by 31<sup>st</sup> July 2011 and submit it to the Department for consideration.

*Anuradha S. Chagti*  
(Anuradha S. Chagti)  
Deputy Secretary  
Phone: 23093074

To:

- |  |   |   |
|--|---|---|
| <ol style="list-style-type: none"> <li>1. Secretary, M/o Information Technology, Govt. of India, New Delhi</li> <li>2. Secretary, D/o Administrative Reforms &amp; Public Grievances, Govt. of India, New Delhi</li> <li>3. Secretary, Ministry of Law, Govt. of India, New Delhi</li> </ol>   | } | <p>With a request to nominate a DS/Director to the Task Force</p>   |
| <ol style="list-style-type: none"> <li>4. Chief Secretary, Govt. of Uttar Pradesh</li> <li>5. Chief Secretary, Govt. of Andhra Pradesh,</li> <li>6. Chief Secretary, Govt. of Bihar</li> </ol>   | } | <p>With a request to nominate a Secretary level officer dealing with implementation of RTI in the State</p> |
| <ol style="list-style-type: none"> <li>7. Head of Organisation, NCPRI, C 117A, DDA Flat Munirka, New Delhi</li> <li>8. Head of Organisation, IT for Change, 393, 17 Main, 35 A Cross Road, 4T Block, Tilak Nagar, Bangalore</li> <li>9. Head of Organisation, Mahiti Adhikar Gujarat Pahel (MAGP), B. Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad- 51 Gujarat</li> <li>10. Head of Organisation, JOSH, C-7E, DDA Flat, Munirka, New Delhi-67</li> <li>11. Head of Organisation, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai – I New Delhi- 17</li> </ol> | } | <p>With a request to nominate a senior person so that participation may be meaningful</p>                   |

Copy to:

1. Sr.PPS to Secretary (Personnel) – for information
2. PS to Joint Secretary (AT&A), DoPT
3. Director (RTI), DoPT

<b>Recommendations as mentioned in the paper circulated</b>	<b>Our comments</b>
<p>4(1) One of the major concerns voiced by citizens is lack of transparency in government decision-making. At present, government decision-making processes are shrouded in unnecessary secrecy and confidentiality making it virtually impossible to access the rationale behind policy decisions. This has been rectified only partially by the Right to Information Act.</p>	<p>Agreed.</p>
<p>4(2) Policy notes, legislative proposals and draft schemes/ project/ programmes, that have an impact on development, will be open to public scrutiny and debate. These will be placed in the public domain at draft stage, to make possible feedback/comments from citizens and interest groups. Issues involving strategic, security and vital economic interests of the State will be exempted.</p>	<p>This is prescribed under Section 4(1) (b) (vii). It is felt that detailed guidelines be prepared for public consultation particularly as to how consultations would be held, how suggestion would be processed and how feed back is to be given to persons who have chosen to comment. As indicated in the note, this is one of the terms of reference of the Task Force that has been constituted by the Department.</p>
<p>4(3) Procurement and award of contracts are major areas where there is often lack of transparency. While the initial process i.e. the notice inviting tender is in the public domain, what happens after that is clouded and the citizen is not privy to the decision taken. Once a decision is taken to procure/award a contract to a certain firm/individual, a notice accepting tender may be placed in the public domain. This would indicate the bidders, the rationale behind the decision and the total cost involved. This step would ensure that any negative feedback or complaint on a particular decision is brought to notice while remedial action is still possible.</p>	<p>This may be implemented. However, it may be noted that a Group of Ministers has been set up to look into the entire issue of procurement reforms and it is likely that this issue would also be considered by them.</p>

<p>4(4) all discretionary/non-discretionary grants/allocations to State Governments/ NGOs/ Grant-in-aid institutions etc by any authority / body / corporation or Ministry / Department, may be placed on the website of the Ministry concerned. The details of the applications received, the details and the purpose of sanction will also be placed on the website. This will be done in a standardized format so that the information so posted serves the purpose of responding to questions, if any, by the stakeholders.</p>	<p>This is already included under Section 4(1) (b) (xii) of the RTI Act. Detailed instructions on the lines of this recommendation may be issued to all Ministries.</p>
<p>4(5) The system of proactive disclosure is the next logical step in the Right to Information Act (i) all Ministries/Department should place in the public domain, the terms of reference and composition of all adhoc committees (GoMs/EGoMS) and their recommendations (ii) Replies to All RTI questions, given to any applicant may be placed on the net (iii) All private institutions accepting public funds should do so on the condition that they would answer RTI queries in relation to the use of those funds.</p>	<p>As regards disclosure about TOR and composition of ad-hoc Committee, this is already provided under Section 4 (1) (b) (viii). This may be reiterated through a circular.</p> <p>As regards posting all RTI questions and their replies on the net, detailed instructions may be issued in this regard.</p> <p>As regards the requirement on private institutions that accept public funds to answer RTI queries, it may be noted that non-government organization substantially financed by Government are only covered by the RTI Act. This recommendation would be difficult to implement as RTI Act does not extend to such private organizations which may not be substantially financed by the Government.</p>

Most immediate

Department of Personnel & Training

**Subject:- Administrative Reforms.**

PMO has fixed a meeting on 12/5/2011 at 10.00 AM, which is chaired by Principal Secretary to PM. A copy of notice along with background note received from PMO is enclosed. There are certain issues relevant to your Division. It is requested to provide a background material **by today** on the issues pertaining to your Division.

(Dr. S.K. Sarkar)  
Additional Secretary(S&V)  
11/5/2011

✓ J.S.(AT&A)

J.S.(E)

110518 185 (C24)

1. Extract of the directions of the Prime Minister dated 21.1.2011

(15)

"I would like priority attention to be put by the Prime Minister's Office on the area of Administrative Reforms. Secretary (PMO) may lead a group consisting of senior officers of PMO to work out a far-reaching agenda of Administrative Reforms that could be brought to Cabinet within the next 3-4 months. The areas should cover, inter alia, measures that improve governance, give greater emphasis on merit, develop a more effective and robust system to deal with cases of corruption and poor performance; and give greater flexibility in service rules. MoS may be briefed on the exercise that is being undertaken. Principal Secretary may supervise the process and arrange a briefing for me after some preliminary work has been done".

2. In pursuance of the directions, detailed deliberations were held in a series of meetings and the set of recommendations that emerged is placed below.

3. The recommendations are aimed primarily at addressing issues at the Government of India level. Changes at the State level, which might require consultations with the State governments would be addressed at subsequent stage.

4. The following were identified as problem areas that merited immediate attention :

- a. **Mismanagement of Human Resources**
- b. **Corruption**
- c. **Lack of accountability**
- d. **Lack of transparency in the functioning of government**
- e. **Inefficiency in policy making as well as delivery of services**

5. The above are not mutually exclusive, and any intervention in respect of one area might impact the others.

6. A wide array of recommendations is possible on each issue. The present set is limited to a few, high impact interventions which can be implemented relatively easily and quickly ("low hanging fruit")

7. The issues and recommendations in respect of each of the above-identified areas are given in the following chapters.

**I. Mismanagement of Human Resources**

**A. Recruitment**

(1) Civil service should be a conscious career option for those who want to come into the system, and not the last choice for those who do not find themselves employable elsewhere. The upper age limit for the examination, which is currently 30 for general candidates, needs to be lowered to 28. Since this has wide implications, this could be done in a phased manner over 2 years. The number of attempts for general candidates may also be reduced to 3 from 4. (For the time being, age limit and number of attempts could be retained at the present level for SC/STs (35 years and unlimited attempts) and OBCs (33 years and 7 attempts).

(2) A major change introduced recently in the Civil Services Examination has been the Civil Services Aptitude Test, which seeks to test the aptitude and ability of candidates. (i) Since this is a screening test, this may be conducted online, with a phasing-in during which the paper exam is also held, so that the candidate would be at liberty to take the examination at a time of her/his choice (ii) The minimum age for clearing the screening test could be one year less than the minimum age of writing the main examination. (iii) The score may



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remain valid for three years during which the successful candidates could take the Main Examination . This will save time, speed up the examination process and reduce unnecessary anxiety and effort for candidates.

(3) The interview may have an additional assessment criteria for candidates opting for the Indian Foreign Service, to ensure that only those with the right aptitude and ability are selected to represent the country in international fora.

## **B. Empanelment**

The present system of empanelment, which relies solely on the Performance Appraisal Report of the officer, is leading to unsatisfactory results. The following system is, therefore, suggested, for JS level empanelment.

(1) There will be a limited competitive examination (testing general awareness, analytical ability and decision-making ability) to be conducted by the UPSC.

(2) The performance appraisal reports, and vigilance clearance may be used to screen out unacceptable candidates who would not be eligible to take the test. For this, a suitable cut-off score, much lower than the present cut off, could be fixed as a qualifying score.

(3) Officers of all All India and Central services eligible as at (2) above and who have put in the requisite length of service, would be eligible to appear for the exam.

(4) Once empanelled, domain area, based on the knowledge, career profile, performance in the examination, training and experience of the officer, may be allocated to each officer, which could serve as a marker for planning her/his career.

### C. Placement

The present system of placement of officers does not necessarily result in finding the right person for the job. The most common complaint against the present system is that it allows for *ad hocism* and does not address the issue of suitability or the aptitude of the officer. The following suggestions are therefore made :

- (1) For positions of Joint Secretary in the Government of India, (i) each vacancy, along with the detailed job profile, should be placed on the website of the DoPT, as and when a vacancy arises, or three months prior to the expected date of the vacancy, whichever is earlier. (ii) All officers empanelled and eligible as per cooling-off norms would be at liberty to apply for any/all vacancies, with justification as to how they think they conform to the job requirements (iii) The applications would be placed in the public domain so that any misinformation could get challenged. (iv) Once the applications are received, the Establishment Officer would shortlist the applicants and the list would be put up to the Civil Services Board/ACC for a final selection.
  
- (2) For appointments to regulatory posts, where the law so permits (i) The vacancies would be advertised six months before the scheduled date, with the job requirements, required qualifications and experience profile (ii) All eligible persons would be at liberty to apply for the same (iii) Cabinet Secretary would make a panel, at least three months before the date of vacancy and submit it to the ACC for a final selection. (iv) The selection, along with the panel recommended by Cabinet Secretary, may be put in the public domain.

#### D. Lateral Induction

(i) 10% of posts at the level of Joint Secretary will be open to lateral entry from State government services/private sector/ academics etc. (ii) Cabinet Secretary will identify the posts, in consultation with the Ministries. (iii) Lateral entrants will be selected by UPSC based on their CVs and an interview / limited competitive test, which would test the domain knowledge of the officer. (iv) The appointment of the lateral entrants will be on a 5 year contract basis. The lateral entrant will also have the flexibility to leave the job, if he so desires. (v) The age limit and other details will be worked out by the DOPT, in consultation with the UPSC and the Ministries concerned. (vi) Once selected, the officers will undergo a training, the details of which could be worked out by the DoPT.

#### E. Weeding out

(1) An intensive review of all Central Service officers who have as on 1.1.2011 completed 14 (but not 15) and 25 (but not 26) years of service shall be completed within 4 months, with a view to weeding out the corrupt/inefficient officers. A suitable compensation package could be worked out for the purpose.

(2) A similar exercise will be initiated in relation to all All India Service officers, in consultation with the State governments concerned.

## 2. Corruption

**As a GoM has been constituted, with the approval of the Prime Minister** to consider measures that can be taken up by government to tackle corruption, the recommendations in this regard may be considered only after a view has been taken on the recommendations of the GOM.

(2)

### **3. Lack of Accountability**

(1) The following factors predominantly contribute to lack of accountability:

- a. Multiple chains of command
- b. Lack of clarity on the roles and responsibility of each position and near total absence of effective delegation

(2) Effective and clear delegation of authority, with clarity as to what is expected of each role, should be the first step in ensuring accountability. Accordingly, each Department/Ministry should map its roles/responsibilities, as in the Allocation of Business, and clearly indicate the delegation. The delegation of powers of all Ministries/Departments may be put up on their websites within one month. A fresh delegation may be done whenever the Minister in-charge changes.

(3) Every Department/Ministry may work out a standard operating procedure and time line for routine functions clarifying who will be the deciding authority, for routine functions. This information will also be available in the public domain.

(4) There are several pieces of legislation, where rules are yet to be framed, though the statutes have been enacted, rendering implementation difficult. (i) Each Ministry/Department will complete the exercise of framing the rules and bringing them into force, within three months and the responsibility for this will rest with the Secretary concerned. (ii) The first set of draft rules should be prepared, along with the Note for the Cabinet relating to a bill that Ministry/ Department wishes to introduce.

### **4. Lack of transparency**

(1) One of the major concerns voiced by citizens is lack of transparency in government decision-making. At present, government decision-making processes are shrouded in unnecessary secrecy and confidentiality making it

virtually impossible to access the rationale behind policy decisions. This has been rectified only partially by the Right to Information Act.

(2) Policy notes, legislative proposals and draft schemes/ projects/ programmes, that have an impact on development, will be open to public scrutiny and debate. These will be placed in the public domain at draft stage, to make possible feedback/comments from citizens and interest groups. Issues involving strategic, security and vital economic interests of the State will be exempted.

(3) Procurement and award of contracts are major areas where there is often lack of transparency. While the initial process i.e. the notice inviting tender is in the public domain, what happens after that is clouded and the citizen is not privy to the decision taken. Once a decision is taken to procure/award a contract to a certain firm/individual, a notice accepting tender may be placed in the public domain. This would indicate the bidders, the rationale behind the decision and the total cost involved. This step would ensure that any negative feedback or complaint on a particular decision is brought to notice while remedial action is still possible.

(4) All discretionary/non-discretionary grants/allocations to State governments/NGOs/grant-in-aid institutions etc. by any authority /body /corporation or Ministry /Department, may be placed on the website of the Ministry concerned. The details of the applications received, the details and the purpose of sanction will also be placed on the website. This will be done in a standardized format so that the information so posted serves the purpose of responding to questions, if any, by the stakeholders.

(5) The system of proactive disclosure is the next logical step in the Right to Information act. (i) All Ministries/Department should place in the public domain, the terms of reference and composition of all adhoc committees (GoMs/EGoMS) and their recommendations. (ii) Replies to all RTI questions, given to any applicant may be placed on the net. (iii) All private institutions

accepting public funds should do so on the condition that they would answer RTI queries in relation to the use of those funds.

## **7. Inefficiency**

With the increasing awareness among citizens today, the whole paradigm of governance has changed. Governments are expected to be swift in decision-making. Decisions are also to be based on sound technical, economic and scientific analysis, wherever necessary, and need-based with reference to the requirements of the different geographical areas and population.

### **A. Policy evaluation**

(1) Implementation of new all-India policies/ schemes/ programmes may be done first on pilot basis. Pilot projects may be undertaken in the most backward areas or in the most deserving areas. Pilots can be tried and tested adopting different methodologies too.

(2) Detailed analysis and evaluation of the pilot projects should be undertaken, before a decision is taken on scaling-up.

(3) Preparation of large-scale projects, without regional administrative back-up or institutional and man-power support, are fraught with the risk of poor implementation. The first 6 months of implementation of any new project should be earmarked for capacity and institution-building, especially in the States and local government levels.

(4) Each Ministry should have a transparent PPP policy, which will be put in the public domain. (The guidelines prepared by the Planning Commission will be used as a base document/ template.) All information on PPP will be made accessible and put in the public domain. The terms and conditions on which PPPs are approved will also be uploaded in the public domain. Later on, if

- (21)
- amendments/ changes are brought about, those should also be put in public domain.

## **B. Decision-making in risk-prone situations**

(1) There are several instances where decisions have to be taken in the face of uncertainty, very often in a tight time frame, and officers need protection for bonafide decisions, which are taken after proper analysis of facts and circumstances and evaluation of data and past trends. These include purchase of commodities, disinvestment, acquisition of assets abroad, capital acquisition, especially for defence, import-export etc. (i) Ministries may put in place structured institutional support of economists/ research analysts/ experts to provide them with updated information on technical matters, market fluctuations, economic trends and the like. This could be through an agency/ expert group/ or by hiring from market. e.g bright young economists/ analysts can be taken as EAs / or can be attached to the EA's wing through lateral induction mode. (ii) An Empowered Committee of Secretaries, chaired by the Secretary of the concerned Department and including Finance Secretary, Secretary, Planning Commission, Secretary (Expenditure) and Law Secretary, would make its recommendations based on the report of the Technical Committee. (iii) CCEA/EGOM would approve the recommendations of the ECS on a fast track basis.

**MINUTES OF THE FIRST MEETING OF THE TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 HELD ON 25<sup>TH</sup> MAY 2011, AT NORTH BLOCK, NEW DELHI.**

The first meeting of the task force for effective implementation of the Section 4 of the RTI Act, 2005 was held under the Chairmanship of Sh. Rajeev Kapoor, JS (AT&A), DoPT on 25<sup>th</sup> May, 2011, at North Block, New Delhi

**Sh. Rajeev Kapoor**, Joint Secretary (DoPT) welcomed all the participants and apprised them of the need for constituting the Task Force. The following attended the meeting:

- a) Sh. Rajeev Kapoor, Joint Secretary (DoPT)
- b) Ms. N. Ramadevi, Deputy Secretary, Govt. of Andhra Pradesh
- c) Ms. Pankti D. Jog, Executive Secretary, MAGP, Gujarat
- d) Shri R.K. Srivastav, Dy. Legal Adviser, D/o Legal Affairs, Delhi
- e) Shri Venkatesh Nayak, Co-convenor and Programme Coordinator, NCPRI, CHRI, Delhi
- f) Ms. Aheli Chowdhury, Founder Member, JOSH, Delhi
- g) Shri Gurumurthy K, Director, IT for Change, Bangalore
- h) Ms. Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi
- i) Shri Nikhil Dey, Co-convenor, NCPRI, Delhi
- j) Shri Deepak Kumar, Principal Secretary, GAD, Govt. of Bihar
- k) Ms. Rakshita, NCPRI, Delhi
- l) Ms. Amrita Johri, Infor. & Research Coordinator, Satark Nagrik Sangathan, Delhi
- m) Ms. Ritika Bhatia, Director, D/o AR&PG, Delhi
- n) Shri K.G. Verma, Director(RTI), DoPT, Delhi
- o) Ms. Anuradha S. Chagti, DS(RTI), DoPT, Delhi
- p) Shri R.K. Girdhar, US(RTI), DoPT, Delhi
- q) Shri B. Sengupta, DO(RTI), DoPT, Delhi



Sh. Kapoor pointed out that it was generally felt that provisions of Section 4 are not being properly implemented and there is no enforcement of compliance with the same. This was due to:

- a) Lack of clarity regarding certain provisions such as Sec 4(1)(b)(iii), 4 (1)(b)(iv), 4 (1)(b)(xiv).
- b) Absence of guidelines for some provisions such as 4 (1)(b)(vii) , 4(1)(c), 4(1)(d) and 4(2).
- c) Lack of review to suggest what more could or should be prescribed under 4(1)(xvii).
- d) Structure of the section (4) – same disclosures at all levels (sub-division to Ministry) may not have been desired.
- e) Mode of disclosure and formats in which disclosures are to be made may improve compliance.
- f) Absence of mechanisms for enforcing compliance.

Thereafter he elaborated on the scope and the future course of action and requested the members present to put forth their views on the following agenda items:

- a) Activity plan for completion as the report has to be finalized by 15 July, 2011.
- b) Responsibilities of the task force members to be defined.
- c) Whether there was a need to co-opt other members?
- d) Make Sub groups to deliberate on different aspects?
  - Policy on consultation.
  - Protection of persons seeking information under the RTI Act.
  - Different modes of disclosure at different levels – panchayat, district etc.
  - Enforcement of suo moto disclosure.
  - Guidelines on sub sections which need clarification.
- e) Modalities for consultations.

Sh. Deepak Kumar, Principal Secretary, GAD, Bihar was in agreement that compliance of Section 4 of the RTI Act was critical to the success of the implementation of the RTI regime. He apprised the members of the steps taken by the Bihar government including the Jaankari call

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centre which not only facilitated access to filing of RTI Applications but also disseminated information.

**Sh. Nikhil Dey, Convener, NCPRI** stated that their working in the field indicated that the Public authorities were not averse to suo-moto disclosure, it was a question of what to put and how to put it. He stressed that transparency needs to start from the top level. There has to be a move from the minimal to the aspirational level in public disclosures. The social audit in MNREGS is an model of what can be achieved in government disbursements if there is a will to implement it. He suggested that this model may be adopted for all other schemes of the Government of India and the Planning Commission can play an active part in this. He suggested that audits be used as an incentive.

**Ms. Ritika Bhatia, Director (DARPG)** informed the gathering that the DARPG is finalizing a report on Internal control and risk management to be inbuilt into Plan schemes. She suggested that Proactive disclosure under the RTI Act may also be made a part of it.

**Sh. Rajeev Kapoor, Joint Secretary** informed the members that the DoPT had already written to all Departments/ Ministries in Government of India to include a Chapter on RTI in their Annual Reports. Secretary (Performance Management) had also been requested that suo moto disclosure under section 4 of the RTI Act may be included as a mandatory success indicator in the RFDs of all Departments.

**Ms. Anjali Bhardwaj, Satark Nagrik Sangathan** stressed the need for developing a culture of Information gathering. Collated information should be provided at various levels like ward level, Municipal corporation level, panchayat level etc. The manner in which information is displayed needs to be changed by using electronic boards or it could be kept in information centres. The information should be in such a form and language as to be decipherable by the lowest strata of society. She emphasized that not only providing suo-motu information but how to make it more accessible to the citizenry, should be an area to ponder on. The need was providing dynamic information to the people with stress on quality with the content of information could also help in stemming attacks on RTI Activists. All Plan schemes of the

Government should make it mandatory to reflect implementation of Section 4. There should also be a provision of compensation in cases where Section 4 is not implemented.

**Sh. Gurumurthy, IT for Change**, was of the view that all information should be on website since there is a pan India change in mindset and technological development. Internet is necessary and there was a huge amount of investment in E-governance. People Information System (PIS) (information Hub) is the need of the hour to identify what information people require and then provide that information to the people. The mindset change should be from Transparency by design rather than transparency by default. Data has to be granular and should allow others to access and aggregate the data which the government puts on. This will help put in systems and indicate trends. There should be a survey of what proactive information people need and government machinery to concentrate more on that.

**Ms. Aheli Chowdhury, JOSH** pointed out that Section 4 is not implemented as a reality. There is an absence of guidelines. There needs to be fixing of responsibility in case of non-compliance of Section 4 by the Public Authorities. One person should be responsible for implementing Section 4. For dissemination of information there should be a combination of methods like wall painting, boards, internet etc. Areas which attract repeated RTI applications may be converted into FAQs and put on the website for the citizenry.

**Sh. Venkatesh Nayak, CHRI** emphasized the need for having a look at the existing systems from the point of view of transparency. Public Accountability mechanisms had to be defined like uploading information and its monitoring in the various MIS which had been developed. These were essential for the systems to work. Examples quoted were the Indira Awaas Yojana. He reiterated that section 4(1)(c) and 4(1)(d) were the heart and soul of section 4. All government websites should adhere to the Guidelines for Indian Government websites to enable a common pattern for display of information. He stressed on a need of change of mindset, especially at the highest level. The government had to find more ways of disseminating information like harnessing the strength of mobile, radio, cyber cafes. He pointed out that the new guidelines on cyber cafes could become counterproductive to this aim. The information disseminator should approach to create a system of automatically uploading the important issues on website

and cater to the three types of information seekers, namely, people seeking information for improving their general knowledge/awareness; Clients of Public Authority who make use of this service for public consultation on policy; and people seeking information to reflect on accountability. He desired that all decision taken during a week should be uploaded on the website.

**Sh. Rajeev Kapoor, Joint Secretary** agreed on the above and put forth the view that top level decisions sent periodically to the Cabinet Sectt. can be uploaded on website. As far as putting all decisions taken in a week on the website he held that information should be content driven rather than process driven. Therefore information on periodic data would probably not serve the purpose. What is needed is for example to put the financial expenditure made by the ministry/deptt. on the website, which would go a long way towards proactive disclosure.

**Ms. Ritika Bhatia, Director (DARPG)** informed the participants that the Manual of Office Procedure has been revised and the guidelines on website content has been laid down. Under these all websites be re-designed under the e-governance to make it citizen friendly/accessible. This would be done within six months. Once they have specific guidelines on Section 4 of the RTI Act it would be easy to implement and monitor and it would be helpful if the format for all is common.

**Sh. R.K. Srivastava, Dy. Legal Advisor, Department of Legal Affairs,** felt that there should be a centralised monitoring authority in compliance of Section 4 in every Ministry/Department. There should be access to Information through for example like cyber café in district level and where the information was not available one can proceed to file an RTI application.

**Ms. Pankti D. Jog, MAGP** expressed her views that dynamic information be put on website. For example the proactive disclosure during a disaster situation cannot be static and needs to be updated frequently. There needs to be a set of guidelines for different set of public authorities like anganwadis etc and then it should be displayed in one to set an example for the others.

**Ms. N. Ramadevi, Dy Secretary (Govt. of AP)** apprised the participants of the work done in Andhra Pradesh. She informed that all Government orders issued by the state are put on the

website. She suggested that if FAQs are made for all Departments it would be very easy. She further suggested the introduction of a penal clause for non-compliance of the Section 4 along with half yearly review and regular monitoring.

**Sh. Nikhil Dey, Convener, NCPRI** suggested that since a large number of issues involving public consultation needed the concurrence of the Planning Commission, Ministry of Law, Ministry of Finance and Ministry of Environment and Forests there should be some check at that point. He further suggested that best practices from states may be published.

**Sh. Venkatesh Nayak, CHRI**, spoke of segregation of information which is displayed through wall paintings in villages. He suggested that the outside walls should have information generic to all and the inner walls should have information which is specific. He pointed out that there was a question of upkeep of the walls also as they could degenerate due to the weather conditions.

**Sh. Rajeev Kapoor, Joint Secretary** summarized the discussion agreed that by and large the implementation of the Suo-moto disclosure was weak. There was need for disclosure at different levels and the internet could not be the only means for it. There was need to use other means like the mass media, walls etc. Guidelines had to be kept in view while hosting on the web. There was a need for a policy on consultation during policy making in the government.

The decisions taken during the discussion were:

1. There would be 5 subgroups which would look into the following:
  - a) Policy on consultation to be headed by Sh. Nikhil Dey.
  - b) Templates for disclosure at different levels in 5 services in rural and 5 critical services in urban areas namely PDS,, Education health, Rural Development and Panchayat, Social security (pensions) and District Collectors office. The rural focus would be looked into by Ms. Pankti Jog and the urban focus by Ms. Anjali Bhardwaj.
  - c) Additions to Section 4(1)(b)(xvii) to be headed by Sh. Nikhil Dey.

- d) Detailing of sections Sec 4(1)(b)(iii), 4 (1)(b)(iv), 4(1)(b)(vi), 4(1)(b)(xi), 4 (1)(b)(xiv) headed by Sh Venkatesh Naik and Ms. Aheli Chaudhary
- e) Guidelines for digital guidelines for publications under RTI headed by Sh. Gurumurthy.
- f) Guidelines of facilitating information seekers headed by Sh. Deepak Kumar.

2. It was decided that the next meeting of the group would be held after a month.
3. The issue of protection of RTI activists be taken up in a separate meeting where MHA would be invited since the subject of law and order is the periphery of MHA.
4. Minutes of this meeting would be put on website and DoPT would invite public response on them.
5. Expenditure for organizing meetings of sub groups and travel of the members would be met from the Plan Scheme on RTI.

(3)

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

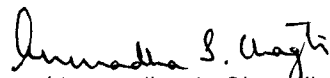
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North Block, New Delhi  
Dated 1<sup>st</sup> June, 2011

Subject: Minutes of the meeting of the Task Force constituted for effect implementation of Section 4 of the RTI Act, 2005 – regarding.

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The undersigned is directed to forward herewith a copy of the minutes of 1<sup>st</sup> meeting of Task Force for effective implementation of Section 4 of the RTI Act, 2005, held on 25<sup>th</sup> May, 2011 under the Chairmanship of Joint Secretary (AT&A), DOPT with the request to forward the work plan and budgetary requirement in enclosed prescribed proforma at Annexure-I.

  
(Anuradha S. Chagti)  
Deputy Secretary (IR)  
Tel. 2309 3074

To :

1. ✓ Secretary, M/o Information Technology, Technology Bhavan, Mehrauli Road, New Delhi
2. ✓ Ms. Ritika Bhatia, Director (RTI), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi
3. ✓ Shri R.K. Srivastava, Dy. Legal Adviser, D/o Legal Affairs, Ministry of Law, Shastri Bhavan, New Delhi
4. ✓ Chief Secretary, Govt. of Uttar Pradesh, Lucknow
5. ✓ Ms. N. Ramaddvi, Dy. Secretary, Govt. of Andhra Pradesh, Hyderabad
6. ✓ Shri Deepak Kumar, Pr. Secretary (GDA), Govt. of Bihar, Patna
7. ✓ Shri Nikhil Dey, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi
8. ✓ Shri Gurumurth K., IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya Nagar, Bangalore – 41.
9. ✓ Ms. Pankti D. Jog, Mahiti Adhikar Gujarat Pahel (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad – 51, Gujarat
10. ✓ Ms. Aheli Chowdhury, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi
11. ✓ Mr. Anil Bhardwaj, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai, New Delhi – 110 017

Copy to

1. Sr.PPS to Secretary (Personnel) ✓ 1/6
  2. PS to Joint Secretary (AT&A), DoPT ✓ 1/6
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No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

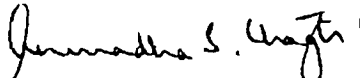
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North Block, New Delhi  
Dated 1<sup>st</sup> June, 2011

Subject:- Task Force constituted for effective implementation of Section 4 of the RTI Act, 2005 – regarding.

\*\*\*\*\*

The minutes of the Task Force meeting for effective implementation of Section 4 of the RTI Act, 2005, held on 25.05.2011 along with the OM constituting the Task Force is placed below. Comments of Public on the enclosed OM and minutes are invited. Comments may kindly be e-mailed at [usrti-dopt@nic.in](mailto:usrti-dopt@nic.in) by 12<sup>th</sup> June, 2011.

  
(Anuradha S. Chagti)  
Deputy Secretary (IR)



**MINUTES OF THE FIRST MEETING OF THE TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 HELD ON 25<sup>TH</sup> MAY 2011, AT NORTH BLOCK, NEW DELHI.**

The first meeting of the task force for effective implementation of the Section 4 of the RTI Act, 2005 was held under the Chairmanship of Sh. Rajeev Kapoor, JS (AT&A), DoPT on 25<sup>th</sup> May, 2011, at North Block, New Delhi. The meeting was attended by:

- i. Ms. N. Ramadevi, Deputy Secretary , Govt. of Andhra Pradesh
- ii. Ms. Pankti D. Jog, Executive Secretary, MAGP, Gujarat
- iii. Shri R.K. Srivastav, Dy. Legal Adviser, D/o Legal Affairs, Delhi
- iv. Shri Venkatesh Nayak, Co-convenor and Programme Coordinator, NCPRI, CHRI, Delhi)
- v. Ms. Aheli Chowdhury, Founder Member, JOSH, Delhi
- vi. Shri Gurumurthy K, Director, IT for Change, Bangalore
- vii. Ms. Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi
- viii. Shri Nikhil Dey, Co-convenor, NCPRI, Delhi
- ix. Shri Deepak Kumar, Principal Secretary, GAD, Govt. of Bihar
- x. Ms. Rakshita, NCPRI, Delhi
- xi. Ms. Amrita Johir, Infor. & Research Coordinator, Satark Nagrik Sangathan, Delhi
- xii. Ms. Ritika Bhatia, Director, D/o AR&PG, Delhi
- xiii. Shri K.G. Verma, Director(RTI), DoPT, Delhi
- xiv. Ms. Anuradha S. Chagti, DS(RTI), DoPT, Delhi
- xv. Shri R.K. Girdhar, US(RTI), DoPT, Delhi
- xvi. Shri B. Sengupta, DO(RTI), DoPT, Delhi

**2. Sh. Rajeev Kapoor**, Joint Secretary (DoPT) welcomed all the participants and apprised them of the need for constituting the Task Force. He pointed out that it was generally felt that provisions of Section 4 are not being properly implemented and there is no enforcement of compliance with the same. This was due to:

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- c) Lack of review to suggest what more could or should be prescribed under 4(1)(xvii).
- d) Structure of the section (4) – same disclosures at all levels (sub-division to Ministry) may not be appropriate.
- e) Mode of disclosure and formats in which disclosures are to be made may improve compliance.
- f) Absence of mechanisms for enforcing compliance.

Thereafter he elaborated on the scope and the future course of action and requested the members present to put forth their views on the following agenda items:

- a) Activity plan for completion as the report has to be finalized by 15 July, 2011.
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  - Enforcement of suo moto disclosure.
  - Guidelines on sub sections which need clarification.

3. **Sh. Deepak Kumar, Principal Secretary, GAD, Bihar** was in agreement that compliance of Section 4 of the RTI Act was critical to the success of the implementation of the RTI regime. He apprised the members of the steps taken by the Bihar government including the Jaankari call centre which not only facilitated access to filing of RTI Applications but also disseminated information.

4. **Sh. Nikhil Dey, Convener, NCPRI** stated that their working in the field indicated that the Public authorities were not averse to suo-moto disclosure, it was a question of what to put and how to put it. He stressed that transparency needs to start from the top level. There has to be a move from the minimal to the aspirational level in public disclosures. The social audit in MNREGS is a model of what can be achieved in government schemes if there is a will to implement it. He suggested that this model may be adopted for all other schemes of the Government of India and the Planning Commission can play an active part in this. He suggested that audits be used as an incentive.

5. **Ms. Ritika Bhatia, Director (DARPG)** informed that the DARPG is finalizing a report on Internal control and risk management to be inbuilt into Plan schemes. She suggested that Proactive disclosure under the RTI Act may also be made a part of it.

6. **Sh. Rajeev Kapoor, Joint Secretary** informed the members that the DoPT had already written to all Departments/ Ministries in Government of India to include a Chapter on RTI in their Annual Reports. Secretary (Performance Management) had also been requested that suo moto disclosure under section 4 of the RTI Act may be included as a mandatory success indicator in the RFDs of all Departments.

7. **Ms. Anjali Bhardwaj, Satark Nagrik Sangathan** stressed the need for developing a culture of Information gathering. Collated information should be provided at various levels like ward level, Municipal corporation level, panchayat level etc. The manner in which information is displayed needs to be changed for example by using electronic boards or it could be kept in information centres. The information should be in such a form and language as to be decipherable by the lowest strata of society. She highlighted the fact that not only providing suo-motu information but how to make it more accessible to the citizenry, should be an area to ponder on. The need was providing dynamic information to the people with stress on quality with the content of information could also help in stemming attacks on RTI Activists. All Plan schemes of the Government should make it mandatory to reflect implementation of Section 4. There should also be a provision of compensation in cases where Section 4 is not implemented.

8. **Sh. Gurumurthy, IT for Change**, was of the view that all information should be on website since there is a pan India change in mindset and technological development. Internet is necessary and there was a huge amount of investment in E-governance. People Information System (PIS) (information Hub) is the need of the hour to identify what information people require and then provide that information to the people. The mindset change should be from Transparency by design rather than transparency by default. There was a need for open standards in e-governance. Data has to be granular and should allow others to access and aggregate the data which the government puts on. This will help put in systems and indicate trends. There should be a survey of what proactive information people need and government machinery to concentrate more on that.

9. **Ms. Aheli Chowdhury, JOSH** pointed out that Section 4 is not implemented as a reality. There is an absence of guidelines. There needs to be fixing of responsibility in case of non-compliance of Section 4 by the Public Authorities. One person should be responsible for implementing Section 4. For dissemination of information there should be a combination of methods like wall painting, boards, internet etc. There should be study to identify areas/subjects which attract repeated RTI applications and those may be converted into FAQs and put on the website for the citizenry.

10. **Sh. Venkatesh Nayak, CHRI** emphasized the need for having a look at the existing systems from the point of view of transparency. Public Accountability mechanisms had to be defined like uploading information and its monitoring in the various MIS which had been developed. These were essential for the systems to work. Examples of the advantages of having real time updates on Government websites regarding public service delivery were discussed. An example of this was the MIS updates in Andhra Pradesh under the MGNREGA. He reiterated that section 4(1)(c) and 4(1)(d) were the heart and soul of section 4. All government websites

37)

should adhere to the Guidelines for Indian Government websites to enable a common pattern for display of information. He stressed on a need of change of mindset, especially at the highest level. There was need to ensure that all new laws had consistency with the RTI Act and there should be guidelines on what should be included. The government had to find more ways of disseminating information like harnessing the strength of mobile, radio, cyber cafes. He pointed out that the new guidelines on cyber cafes could become counterproductive to this aim. The information disseminator should approach to create a system of automatically uploading the important issues on website and cater to the three types of information seekers, namely, people seeking information for improving their general knowledge/awareness; Clients of Public Authority who make use of this service for public consultation on policy; and people seeking information to reflect on accountability. He favored that all decision taken during a week should be uploaded on the website.

11. **Sh. Rajeev Kapoor, Joint Secretary** mentioned that monthly reports departments can be uploaded on website. As far as putting all decisions taken in a week on the website he held that information should be content driven rather than process driven. Therefore information on periodic data would probably not serve the purpose.

12. **Ms. Ritika Bhatia, Director (DARPG)** informed the participants that the Manual of Office Procedure has been revised and the guidelines on website content has been laid down. Under these all websites be re-designed under the e-governance to make it citizen friendly/accessible. This would be done within six months. Once they have specific guidelines on Section 4 of the RTI Act it would be easy to implement and monitor and it would be helpful if the format for all is common.

13. **Sh. R.K. Srivastava, Dy. Legal Advisor, Department of Legal Affairs,** felt that there should be a centralised monitoring authority in compliance of Section 4 in every Ministry/Department. There should be access to Information through for example like cyber café in district level and where the information was not available one can proceed to file an RTI application.

14. **Ms. Pankti D. Jog, MAGP** expressed her views that there had to be a distinction between static and dynamic data which is put on the website. For example the proactive disclosure during a disaster situation cannot be static and needs to be updated frequently. There needs to be a set of guidelines/ templates for different set of public authorities like anganwadis etc. One public authority could act as an illustration for other public authorities of the same type, which would help spread the best practice.

15. **Ms. N. Ramadevi, Dy Secretary (Govt. of AP)** apprised the participants of the work done in Andhra Pradesh. She informed that 18 templates have been communicated to the public authorities in the state. Along with that all Government orders issued by the state are put on the website. She suggested that if FAQs are made for all Departments it would be very easy. She further suggested the introduction of a penal clause for non-compliance of the Section 4 along with half yearly review and regular monitoring.

16. **Sh. Nikhil Dey, Convener, NCPRI** suggested that since a large number of issues involving public consultation needed the concurrence of the Planning Commission, Ministry of Law, Ministry of Finance and Ministry of Environment and Forests there should be some check at that point. He further suggested that best practices from states may be published.

17. **Sh. Venkatesh Nayak, CHRI**, spoke of segregation of information which is displayed through wall paintings in villages. He suggested that the outside walls should have information generic to all and the inner walls should have information which is specific. He pointed out that there was a question of upkeep of the walls also as they could degenerate due to the weather conditions.

18. **Sh. Rajeev Kapoor, Joint Secretary** summarized the discussion and agreed that the implementation of the Suo-moto disclosure under was weak. There was need for disclosure at different levels and the internet could not be the only means for it. There was need to use other means like the mass media, walls etc. Guidelines had to be kept in view while hosting on the web. There was a need for a policy on consultation during policy making in the government.

Broadly, the conclusions that emerged from the meeting are summarized below:

- (a) The weak implementation of Section 4 of the RTI Act is partly due to the fact that certain provisions of this section have not been fully detailed and in case of some other provisions, there is need for laying down detailed guidelines as to what information needs to be provided and in which form. In view of this, it was agreed that effort should be made to plug these gaps.
- (b) It was agreed that while internet has become an important medium for dissemination of information, at lower formations such as panchayats, dispensaries, block offices etc, other modes of communication would need to be adopted to ensure better access to these disclosures.
- (c) Given that the work that this task force has to accomplish, it would be useful to form sub-groups and assign specific items of work to each of these sub-groups. The convener of the sub-group would thereafter hold consultation with other knowledge persons/organization and prepare a discussion/note, which would

then be considered by the entire task force for finalization. The convener would be expected to draw up a brief plan for activities to complete consultations and submission of a discussion paper by end of June.

In view of this, following decisions were taken

- I. There would be 5 subgroups which would look into the following:
  - i. Formulating policy on consultation to mandate public consultations and participation in pre-legislative process and identify additions to Section 4(1)(b)(xvii) to be convened by Sh. Nikhil Dey, NCPRI. Sh. Rajeev Kapoor, Joint Secy, DoPT will join this sub-group.
  - ii. Templates for disclosure at different levels in 5 services in rural and 5 critical services in urban areas namely PDS,, Education health, Rural Development and Panchayat, Social security (pensions) and District Collectors office. The convenors for this sub group are Ms. Pankti Jog, MAGP(Rural), Ms. Anjali Bhardwaj, SNS (Urban). Ms. N. Ramadevi, Deputy Secretary, State Government of Andhra Pradesh will join this sub-group.
  - iii. Detailing of sections Sec 4(1)(b)(iii), 4 (1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv) to lend clarity to these sections. Sub group to be convened by Sh. Venkatesh Naik , CHRI, Ms. Aheli Chaudhary, JOSH. Sh. K.G. Verma, Director, DoPT will join this sub-group.
  - iv. Guidelines for digital publications under RTI thereby supporting proactive disclosure of information headed by Sh. Gurumurthy.
  - v. Guidelines to suggest modes and means to facilitate people in filing RTI applications headed by Sh. Deepak Kumar.
- II. It was decided that each sub-group can co-opt any member as deemed fit, to enhance diversity in views, experience and opinions. Each sub-group would formulate its own process of initiating consultations to come up with its recommendations within one month of its constitution.
- III. It was decided that the next meeting of the group would be held after a month.
- IV. The issue of protection of RTI activists to be taken up in a separate meeting where representative of MHA would also be invited.
- V. DoPT would write to different states to invite best practices in the implementation of Section 4 to feed into the recommendations of the working Group.
- VI. Ensure that the recommendations of the Task Force feed into the implementation of the recommendations of the ARCs 11<sup>th</sup> Report on E-governance
- VII. Minutes of this meeting and the OM constituting the task force would be put on website and DoPT would invite public response on them.

VIII. It was decided that the conveners of the above sub-groups would formulate a work plan including plans for organizing consultations during the next month. The work plans along with the budgetary requirements may be forwarded to Mrs. Anuradha S. Chagti, Deputy Secretary, (RTI), Room No. 280, Department of Personnel and Training, North Block, Telephone 23093074, Fax 23093022, email [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in) in the prescribed proforma so that these could be budgeted. (Annexure 1).

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Annexure '1'

Application Proforma  
Task Force for effective implementation of Section 4 of the RTI Act, 2005

A	
1	Sub -group
2	Conveners

B. Details of Institution leading the sub group	
1	Name of the Institution
2.	Particulars of the Institution
i	Complete postal address
ii	Telephone Nos.
iii	Fax Nos.
iv	E-mail Address
3	Particulars of Nodal Officer
i	Name
ii	Designation
iii	Tel and Fax No. (Including mobile No.)
iv	E-mail id

C. Details of Proposal	
1	Proposed work Plan
2.	Time lines
3.	Detailed estimates of expenditure activity wise
4.	Total amount of grant required

D. Details required for release of funds	
1.	Type of registration
2	Agency name
3	Act/ Registration No
4	Date of registration
5	TIN Number
6	TAN Number
7	Name of Bank
8	Name of bank branch
9	Branch address
10	Bank Account No
11	Agency name as per bank details



1/6/2011 12/4/11

**LIST OF ATTENDEES FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 HELD AT 12 NOON ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI**

**( JS (AT&A) IN CHIR )**

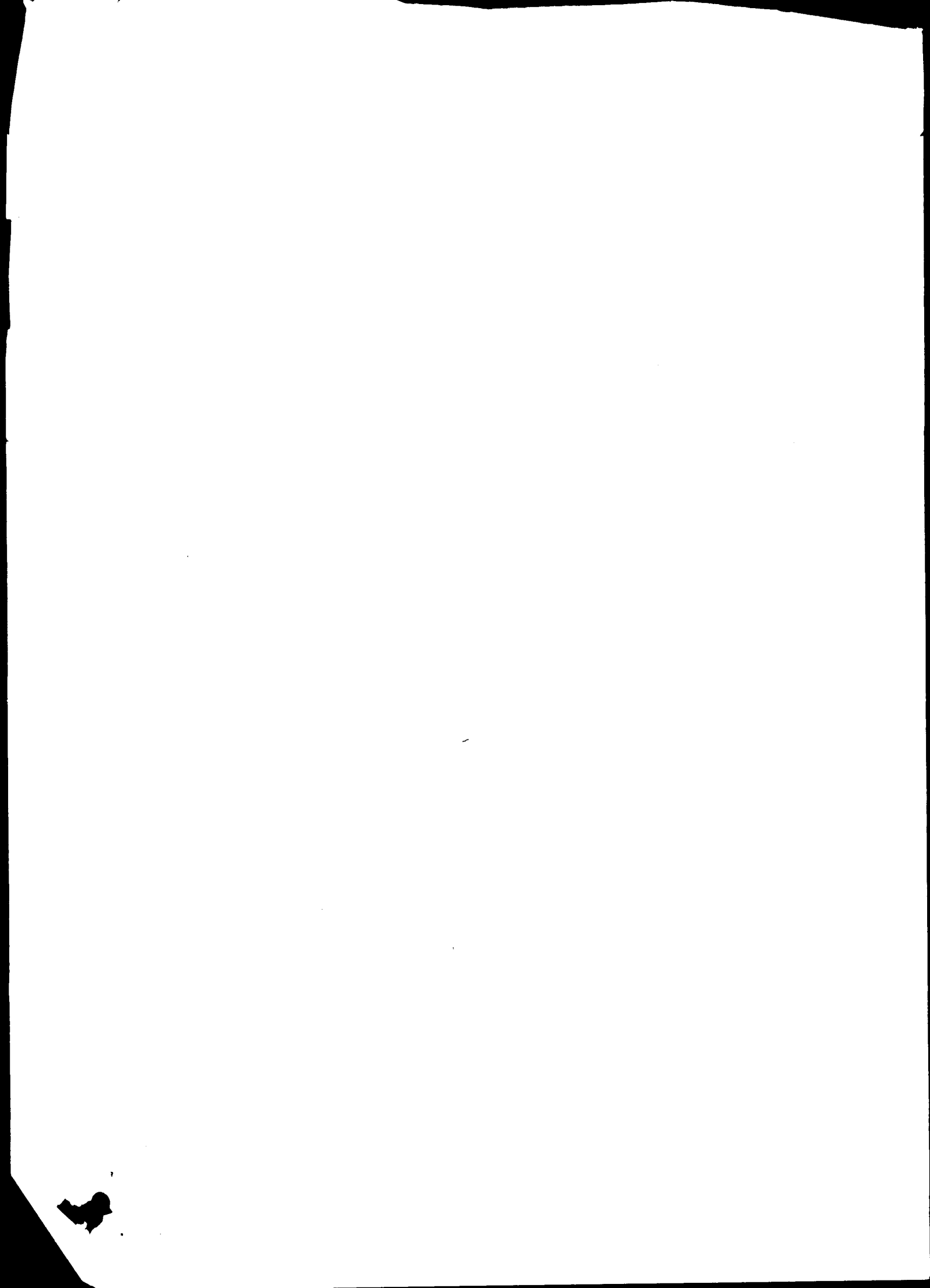
1. Ms. N. Ramadevi, Deputy Secretary , Govt. of Andhra Pradesh ([ramadevinadell@yahoo.com](mailto:ramadevinadell@yahoo.com))
2. Ms. Pankti D. Jog, Executive Secretary, MAGP, Gujarat ([magpggujarat@gmail.com](mailto:magpggujarat@gmail.com))
3. Shri R.K. Srivastav, Dy. Legal Adviser, D/o Legal Affairs, Delhi ([rkantsrivastav@yahoo.com](mailto:rkantsrivastav@yahoo.com))
4. Shri Venkatesh Nayak, Co-convenor and Programme Coordinator, NCPRI, CHRI, Delhi ([nayak.venkesh@gmail.com](mailto:nayak.venkesh@gmail.com))
5. Ms. Aheli Chowdhury, Founder Member, JOSH, Delhi ([josh4india@gmail.com](mailto:josh4india@gmail.com))
6. Shri Gurumurthy K, Director, IT for Change, Bangalore ([guru@itforchange.net](mailto:guru@itforchange.net))
7. Ms. Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi ([anjali.sns@gamail.com](mailto:anjali.sns@gamail.com))
8. Shri Nikhil Dey, Co-convenor, NCPRI, Delhi ([nikhildey@gmail.com](mailto:nikhildey@gmail.com))
9. Shri Deepak Kumar, Principal Secretary, GAD, Govt. of Bihar ([deepakkumar@nic.in](mailto:deepakkumar@nic.in))
10. Ms. Rakshita, NCPRI, Delhi ([rakshitaswamy@gmail.com](mailto:rakshitaswamy@gmail.com))
11. Ms. Amrita Johir, Infor. & Research Coordinator, Satark Nagrik Sangathan, Delhi ([amritajohri@gmail.com](mailto:amritajohri@gmail.com))
12. Ms. Ritika Bhatia, Director, D/o AR&PG, Delhi ([ritika.bhatia@nic.in](mailto:ritika.bhatia@nic.in))
13. Shri K.G. Verma, Director(RTI), DoPT, Delhi ([kgverma52@yahoo.co.in](mailto:kgverma52@yahoo.co.in))
14. Ms. Anuradha S. Chagti, DS(RTI), DoPT, Delhi ([osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in))
15. Shri R.K. Girdhar, US(RTI), DoPT, Delhi ([usrti-dopt@nic.in](mailto:usrti-dopt@nic.in))
16. Shri B. Sengupta, DO(RTI), DoPT, Delhi([sengupta@nic.in](mailto:sengupta@nic.in))

~ ~ ~ . ~ ~ ~

May be kept in Task Force File.

mg  
26/5/11

Sh. Manoj



**ATTENDANCE SHEET FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI**  
**(JS(AT&A IN CHIR) ✓)**

**(ALL THE COLUMNS MAY KINDLY BE FILLED UP)**

S.NO	NAME & E-Mail Id	DESIGNATION	ORGANISATION	MOBILE No.	FAX No.	PHONE No.	SIGNATURE
1	N. Ramadevi ramadevinadell@yahoo.com	Deputy Secretary to Govt. of Andhra Pradesh	General Administration Deptt., A.P. Secretariat, Hyderabad	9010206284			<i>Chandru</i>
2	PANKTI D. JOGI magpgujarwal@gmail.com	Executive Sec. MAAP	MAHITADHIKAR GUJARAT PAHEL (MAAP)	09909006791 09924085000	079 26821553	079 26820719	<i>Pankti</i>
3.	R.K. Srivastava Dy. Legal Adviser Deptt. of Legal Affairs skant.srivastava@yahoo.com	Dy. Legal Adviser	M/o Law & Justice Deptt. of Legal Affs.	9018212656	-	<del>233</del> 23328438	<i>Srivastava</i>
4	Venkatesh Nayak Kubak@humanrightsimitative.org nayakan.kubak@gmail.com	Co-ordinator Programme Coordinator	NCPRI CHRI	9871050555	26864688	4.3182215	<i>Venkatesh Nayak</i>
5.	AHELI CHANDHURY josh4india@gmail.com	founder member	JOSH, DELHI	<del>9811765959</del> 9811765959		26181427	<i>Aheli</i>



**ATTENDANCE SHEET FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI (JS(AT&A IN CHIR))**

**(ALL THE COLUMNS MAY KINDLY BE FILLED UP)**

S.NO	NAME & E-Mail Id	DESIGNATION	ORGANISATION	MOBILE No.	FAX No.	PHONE No.	SIGNATURE
6	Gurpreet Singh IT for change Gurpreet@itforchange.net * Pasminder@itforchange.net	Director	IT for change	98454 37730		080 - 26654135	
7	Anjali Bhardwaj SNS anjali.sns@gmail.com	Director	SNS (Satabh Nagrik Samagathan)	9811558533			
8	Nikhil Dey NCPRI nikhildey@gmail.com	co- convenor	NCPRI MKSS	941400480			
9	Deepak Kumar Principal Secretary GAD, GOVT. of Bihar (deepakumar@ncr.in)	Principal Secretary GAD	Govt of Bihar	9431012381			
10	Rakshita NCPRI rakshitawamy@gmail.com		NCPRI	9818538588			

**ATTENDANCE SHEET FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE  
RTI ACT, 2005 ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI  
(JS(AT&A IN CHIR))**

**(ALL THE COLUMNS MAY KINDLY BE FILLED UP)**

S.NO	NAME & E-Mail Id	DESIGNATION	ORGANISATION	MOBILE No.	FAX No.	PHONE No.	SIGNATURE
12	AMRITA JONRI amritajohri@gmail.com	Info. & Research Coordinator	SNS Sanku Nagnik Sangathan	9810273984	-		
11	Dr. ... ...	...	...	...		...	
13	Sh. K. G. Verma	Director (RTI)					
14	Ms. Anuradha Chagfi	DS(RTI)					
15	Sh. R. K. Girdhar	JS(RTI)					
16	Sh. B. Sengupta	DO(IR)					

R. 2013/50 2/11 (47333)  
6-6-11

(116)

CONFIDENTIAL - Concerning corruption in your department.  
Sarbjit Roy <roy.mb@gmail.com>  
Saturday, June 4, 2011 8:04 am  
secy\_ncp@nic.in

To:  
Ms. Aika Sirohi  
Secretary, DoPT/ Gol

Dear Madam

Sub: CONFIDENTIAL - Concerning corruption in your department.

I am constrained to formally send this email to you in my personal capacity as a citizen and not as Upacharya of the Adi Dharm: faith having millions of followers (and voters) in India. I am requesting (again) that I am granted an official appointment to meet you in connection with my many grievances against your department which neither you nor your predecessor Mr Consul have ever cared to hear from my lips.

I am now caused to refer to the OM on your website at URL  
[http://persmin.gov.in/WriteReadData/CircularPortal/D2/D02rti/1\\_6\\_2011-IR01062011.pdf](http://persmin.gov.in/WriteReadData/CircularPortal/D2/D02rti/1_6_2011-IR01062011.pdf)  
"Minutes of the meeting of the Task Force constituted for effect implementation of Section 4 of the RTI Act, 2005 - regarding " specified as "No. 1/6/2011-IR 01/06/2011"

I am caused to complain to you as follows concerning the corrupt (as defined in applicable laws of India) actions of your department's officers such as Mr Rajeev Kapur (JS(AT&A), Mr K.G.Verma (Dir/RTI) etc.

a) That your Department has still failed to comply with mandate of section 4 of RTI Act to publish the process for "Consultation with members of the public" and "Access to public" on its website.

b) That your Department has constituted a Task Force for RTI section 4 implementation wherein almost all the "NGO" constituents are part of the NCPRI, and that other individual citizen stakeholders in RTI process like me have been deliberately excluded from this consultation process. It is pertinent that this is not the first time I have complained about such incidents to you and/or the DoPT.

Yours faithfully

Sarbjit Roy  
E/59 Defence Colony  
New Delhi 110024

Tel : 09311448069

Pl examine 'A'

(Aika)

~~Dir/RTI~~

(SAR)

7-6-2011

7/6

US (RTI)

7/6/11  
DCC/uy

7/6/11  
Sh GB

167

> Dear Shri Verma,

> I am in receipt of your letter mentioning that the mentioned Task Force  
> will meet on the 25th at 12 noon. We thank you for the invitation to  
> attend the meeting. IT for Change had nominated myself, Parminder Jeet  
> Singh, to be on the Task Force. However, I write this email from Geneva  
> where I am attending a UN meeting, and therefore my colleague and a  
> director of IT for Change, Gurumurthy Kasinathan, will attend the meeting  
> tomorrow.

sorry, i of course meant day after tomorrow. parminder

I will be available for all the subsequent meetings. we very  
> much look forward to some very useful interactions.

> With regards

> Parminder

> Parminder Jeet Singh

> Executive Director

> IT for Change


> NGO in Special Consultative Status with the United Nations ECOSOC

> www.ITforChange.net

> Tel:+91-80-2665 4134, 2653 6890. Fax:+91-80-4146 1055

>

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No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

\*\*\*\*\*

North Block, New Delhi  
Dated 15<sup>th</sup> June, 2011

To

Dr. Naresh Kumar  
Registrar  
Indian Institute of Public Administration  
I.P. Estate  
New Delhi

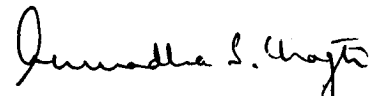
Subject: Workshop on Task Force constituted for effective implementation of  
Section 4 of the RTI Act, 2005 – regarding.

\*\*\*\*\*

Sir,

This is with reference to our telephonic conversation regarding DOPT's intention to organize a workshop on the subject mentioned above and to inform that the proposed workshop is scheduled to be held on 7<sup>th</sup> to 9<sup>th</sup> July, 2011. The workshop would be attended by around 40 persons and would require one Plenary Room and 4 to 5 small Conference Rooms for Group Activities. You are requested to kindly intimate if the above (plenary hall + 4 to 5 small Conference Rooms) can be made available to DOPT for the proposed dates.

Yours faithfully,



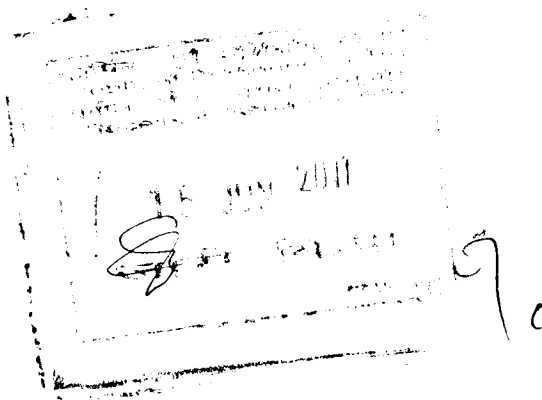
(Anuradha S. Chagti)

Deputy Secretary to the Govt. of India

Tel. 2309 3074

Fax: 2309 3022

e-mail [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in)





(69)

F.No. 1/6/2011-IR  
Government of India  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training

North Block, New Delhi,  
Dated the 21<sup>st</sup> June, 2011

To

Shri Sarbajit Roy,  
B/59, Defence Colony,  
New Delhi -110024.

Subject: Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005.

Sir,

I am directed to refer to your email message dated 4<sup>th</sup> June, 2011 on the subject mentioned above and to say that if you have any suggestions regarding effective implementation of section 4 of the RTI Act, 2005, you may send the same in writing to this Department.

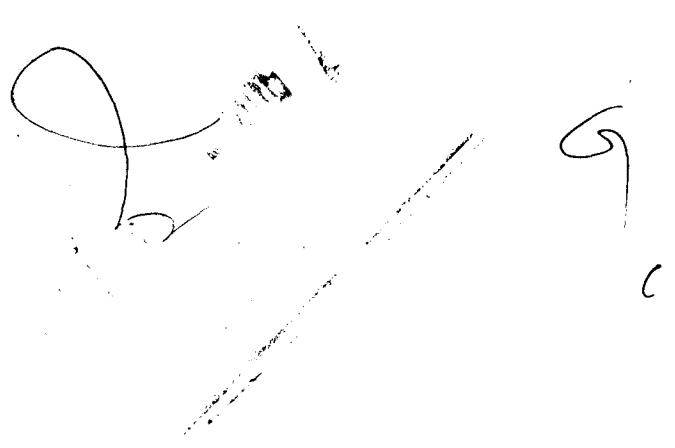
Yours faithfully,



(R.K. Girdhar)

Under Secretary (IR)

23092759





सूचना  
का अधिकार

F.No.1/6/2011-IR  
Government of India  
Department of Personnel & Training  
IR Section

North Block,  
New Delhi, 16<sup>th</sup> June 2011

To,

The Director  
Institute of Secretariat  
Training and Management(ISTM)  
Administrative Block,  
JNU(Old) Campus  
New Mehrauli Road,  
New Delhi-110067

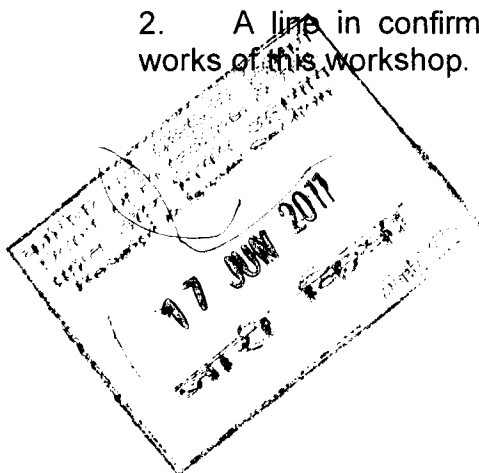
(Kind attention: Shri Satyajit Mishra, Jt. Director)

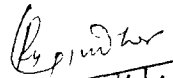
Sub: Workshop on Task Force for effective implementation of Section 4  
of the RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011

Sir,

I am directed to refer to your telephonic conversation with Ms. Anuradha S. Chagti, DS(RTI) on the proposed workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011 and to request you to kindly confirm availability of one Plenary Hall and four small seminar halls during this period in ISTM, along with the confirmation of providing food and tea for 40 participants in the proposed workshop.

2. A line in confirmation would help us in initiating the preparatory works of this workshop.



  
(R.K. Girdhar)  
16/6/2011  
Under Secretary to the Govt. of India  
Telefax No.23093022





(51)

F.No.1/6/2011-IR  
Government of India  
Department of Personnel & Training  
IR Section  
....

North Block,  
New Delhi, the 24<sup>th</sup> June 2011

To,

The Director  
Institute of Family Health & Welfare  
Baba Gangnath Marg,  
Munirka  
New Delhi-110067  
(FAX No.26101623, 26100057)

**(Kind attention: Prof. Deoki Nandan)**

Sub: Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 from 08<sup>th</sup> to 10<sup>th</sup> July, 2011

Sir,

The Department of Personnel & Training is organising an workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 at Institute of Secretariat Training and Management, Old JNU Campus, New Delhi from 08<sup>th</sup> to 10<sup>th</sup> July, 2011.

2. Since the participants of this workshop would be persons stationed outside Delhi, it is requested to kindly confirm whether 30 rooms could be made available during 08-10 July 2011 for accommodating the participants of this workshop.

2. A line in confirmation would help us in initiating the preparatory works of this workshop.

(R.K. Girdhar)

Under Secretary to the Govt. of India  
Telefax No.23093022

FA# 26101623<sup>x</sup>

2671 4381

(5)

F.No. 1/6/2011-IR  
Department of Personnel and Training  
(IR Division)

North Block,  
New Delhi

June 23, 2011

To

The Director,  
Institute of Secretariat Training & Management,  
Administrative Block,  
JNU (Old) Campus,  
New Mehrauli Road,  
New Delhi 110 067

**Subject- Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005.**

Madam,

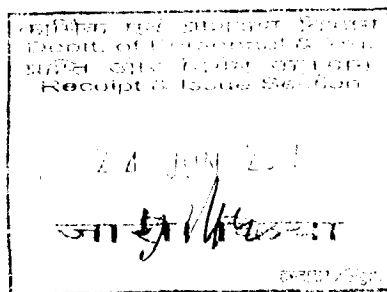
Please refer to letter of even no. dated 16<sup>th</sup> June, 2011 on the subject mentioned above. It has been decided to shift the workshop to 8<sup>th</sup> to 10<sup>th</sup> July, 2011. It is requested to kindly allot the following conference rooms / seminar halls for the same.

July 8, 2011            One RCH and Four Seminar Halls

July 9<sup>th</sup>, 2011        One Auditorium

10<sup>th</sup> July, 2011        One RCH and Four Seminar Halls.

It is requested that estimates for the above rooms alongwith catering charges for 100 persons for the above dates may kindly be indicated.



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*Anuradha S. Chagti*  
(Anuradha S. Chagti)  
DS(IR) / DoPT  
Ph. 23093074



सूचना  
का अधिकार

F.No.1/6/2011-IR  
Government of India  
Department of Personnel & Training  
IR Section

North Block,  
New Delhi, 22<sup>nd</sup> June 2011

To,

Dr. Christopher Lakra  
Executive Director  
Indian Social Institute (ISI)  
10, Institutional Area  
Lodi Road  
New Delhi-110003

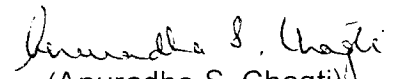
Sub: Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011

Dear Sir,

The Government of India has constituted a Task Force for effective implementation of Section 4 of the RTI Act, 2005. In this regard, it has been decided to conduct a Workshop from 07<sup>th</sup> to 09<sup>th</sup> July 2011 in New Delhi.

2. It is understood that your institute has conferencing facilities which can be availed. There will be around a 100 participants of which about 40-50 would be from outside Delhi. It is requested that one big plenary hall which could accommodate about 100 participants, 4 small seminar rooms and residential accommodation for 50 participants may kindly be provided. We would be grateful if ISI could also provide lunch and tea for the 3 days along with meals for the residential participants.

3. A line in confirmation would help us in initiating the preparatory works of this workshop.

  
(Anuradha S. Chagti)

Deputy Secretary to the Govt. of India  
Telefax No.23093022

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F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training  
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North Block,  
New Delhi, dated 29<sup>th</sup> June, 2011.

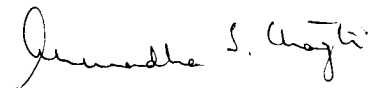
To

Dr. Christopher Lakra,  
Executive Director,  
Indian Social Institute (ISI),  
10, Institutional Area,  
Lodhi Road,  
New Delhi-110033.

Subject : Workshop on Task Force to effective implementation of Section 4 of the  
RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011.

Dear Sir,

Please refer to my letter No.1/6/2011-IR dated 22<sup>nd</sup> June, 2011 requesting Indian Social Institute (ISI) to provide conferencing and residential facilities to this Department. It has been decided not to host the workshop on the said dates and my request may kindly be considered as withdrawn.



(Anuradha S. Chagti)

Deputy Secretary to the Govt. of India

Tele : 23093022