

संलग्नक संख्या/Annexure No.....
मद संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

F.No. 63-6/2016-Desk U
Government of India
Ministry of Human Resource Development
Department of Higher Education
Desk U

Shastri Bhawan, New Delhi
Dated the 26/06/2016

To

Registrars of Central Universities.

Sub: Adopt RTI Request & Appeal Mangement Information System(RTI-MIS) -reg.

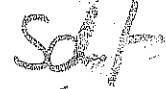
Sir,

I am directed to say that a meeting was held on 8th April, 2016 and a workshop was also held on 19th April, 2016 by DOPT on the above mentioned subject, copies of the minutes of the said meeting and workshop are enclosed.

2. In pursuance of the above stated meetings, it is requested that all Central Universities may adopt RTI Request & Appeal Mangement Information System(RTI-MIS) and appoint a nodal officer in the University and furnish action taken report in this matter to this Department.

Encl: As above

Yours faithfully,



(C.P. Ratnakaran)

Under Secretary to the Government of India
Phone-23381782

संलग्नक संख्या/Annexure No.....
पत्र संख्या/Item No.....
ई.सी. की तिथि/Date of EC.....

No. 01/Misc. Matters/2016-IR
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

New Delhi, Dated 19th April, 2016.

OFFICE MEMORANDUM

Subj- Minutes of the meeting held on 8th April, 2016 regarding expansion of RTI MIS portal to cover more Public Authorities.

The undersigned is directed to enclose herewith minutes of the meeting held on 8th April, 2016 under Chairmanship of Secretary (P) regarding expansion of RTI MIS portal to cover more Public Authorities especially the subordinate officers of all Ministers and more PSUs.

2. It is requested that the action taken may be furnished to this Department.

Sd/-

(Madan Mohan Maurya)
Under Secretary to Govt. of India
Tels No: 23092759

Minutes of the meeting under the Chairmanship of Secretary (I) with the representatives of the Ministries/Departments/PSUs

Date: 08th April, 2016

Time: 2:30 PM

Venue: Conference Room No. 190, North Block New Delhi

Participants: Representatives of the Ministry of Health & Family Welfare, Petroleum & Natural Gas, Steel, HRD, Power, Department of Financial Services, CBEC, CBTD and Regulatory Bodies (TRAI, FSSAI, SEBI, IRDA, PFRDA, CERC, AERA, FMC).

Agenda

- Presentation on RTI Online Portal
- Discuss the extension plan of RTI-MIS
- Decide on action plan of aligning public authorities and imparting training

A presentation on RTI online portal was made by Joint Secretary (DC). The procedure regarding use of RTI online portal was explained in detail. It was stated that 496 Public Authorities have been aligned as on 1.4.2016. After viewing the presentation and discussions held during the course of presentation, the following action points have emerged:

(1) In order to sensitize all Public Authorities of the various offices/organizations of the above mentioned Ministries/Departments/PSUs, DoP&T will organise training workshops in four major cities across India which are: New Delhi, Bengaluru, Kolkata and Mumbai. The first workshop will be organised in New Delhi on 19th April, 2016 at Vinay Marg, New Delhi from 10.30AM to 12.30PM. PMU will develop a calendar to train the PAs posted in Headquarters of these Ministries/Departments/PSUs and thereafter PAs of other locations may be trained in phased manner. Date and venue for subsequent workshops in other cities will be communicated in due course of time.

(2) The senior officials from various Ministries and Departments present at the meeting were advised to send directives to their Subordinate, Attached Offices and PSUs (to adopt RTI Request & Appeal Management Information System (RTI-MIS) for uniformity in central government offices across India. For the same a nodal officer needs to be appointed in every Public Authority. The nodal officers so nominated will attend the workshops to be held at 4 places.

(3) The workshop will be conducted by Project Monitoring Unit (PMU) of IR Section. The aim of these workshops will be to give an overview of the RTI Online Portal and how it leads to an efficient and paper less way of disposing of RTI requests. These workshops will be a combination of presentation and a live demonstration of RTI Online Portal and its functionalities.

(4) It was decided once all the participating Nodal Officers from Various Public Authorities are trained, PMU will liaison with every public authority to schedule a training session for their respective CPIOs and FAAs. These trainings will be more detailed and cover all the aspects of RTI-MIS and is crucial before making any public authority live on RTI Online Portal.

(5) There was no representative of M/o Civil Aviation attending the meeting. Secretary, Civil Aviation be informed about this and also be requested separately to nominate the nodal officers for training. Representative of FMC & IRDA had requested that DoPT may write a letter to the Chairmen of these organisations to expedite the action regarding alignment of online RTI portal.

(6) The main distinction of alignment is:

- a. It enables citizen to use their Right to Information conveniently and effectively. It not only helps citizen to file RTI with greater ease but also helps the Public Information Officers to process these RTIs with better turnaround time.
- b. It also leads to paperless work along with ease of data storage in digitised form.
- c. Going ahead with the existing system more and more public authorities will be aligned with the portal. Also, it will be opened for filing second appeal by Integrating CIC's second appeal portal with RTI online portal. After alignment of all Ministries/Departments, CIC will be in a better position to dispose off second appeals without calling CPIOs with all relevant records for hearing as all records will be available in online portal. It will be a great relief for CPIOs.

(7) CIC may be requested to arrange Video Conferencing for CPIOs as the entire record is available on RTI online portal.

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F.No.1/Misc. Matters/2016-IR
Government of India
Ministry of Personnel, PG & Pensions,
Department of Personnel & Training

North Block, New Delhi
Dated the 25th April, 2016

OFFICE MEMORANDUM

Subject: Minutes of the workshop held on 19th April, 2016 regarding expansion of RTI MIS portal to cover more Central Public Authorities.

The undersigned is directed to enclose a copy of minutes of the Workshop held on the 19th April, 2016 at 10:30 AM in Civil Services Officers Institute (CSOI), Vinay Marg, Chanakya Puri, New Delhi on the expansion of RTI MIS portal to cover more Central Public Authorities especially the Subordinate Officers of all Ministers and PSUs.

2. It is requested that the action taken may be furnished to this Department at the earliest.

Self

(M.M. Maurya)
Under Secretary to the Government of India
Tele: 23040401

Minutes of the Workshop conducted under the Chairmanship of Joint Secretary (DC) for the RTI Nodal officers / CPIOs of the Ministries/Departments/PSUs for online alignment of their organisations with the RTI Portal.

Date: 19th April, 2016

Time: 10:30 AM

Venue: Civil Services Officers' Institute (CSOI), Vasant Marg, New Delhi

Participants: The list of participants is annexed.

Agenda

- Presentation on RTI Online Portal
- Discuss the extension plan of RTI-MIS
- Decide on action plan of aligning public authorities and imparting training

At the outset, JS(DC) welcomed all the participants and started the workshop with a brief overview of RTI Online Portal discussing the merits of its implementation in various central public authorities. JS (DC) informed that the RTI MIS Portal has to be expanded to cover more Public Authorities, especially all the subordinate offices of all Ministries and more PSUs by December, 2016 as per recommendations of the Groups of Secretaries constituted on eight thematic areas. JS (DC) requested all RTI Nodal Officers of the Ministries/PSUs to expedite the process of alignment of their offices, attached offices and organisations with the RTI portal with assistance from the PMU, DoPT. He also suggested that public authorities should move to a decentralized process of handling RTI request rather than having a centralised one with onus of providing information resting on the Public Information Officer. JS (DC) further explained the main features of the alignment process and highlighted its advantages to the stakeholders as under:-

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- a. It enables citizen to use their Right to Information conveniently and effectively. It not only helps citizen to file RTI with greater ease but also helps the Public Information Officers to process these RTIs with better turnaround time.
 - b. It also leads to paperless work along with ease of data storage in digitised form.
 - c. Going ahead with the existing system more and more public authorities will be aligned with the portal. Also, it will be opened for filing second appeal by integrating CIC's second appeal portal with RTI online portal. After alignment of all Ministries/Departments, CIC will be in a better position to dispose off second appeals without calling CPIOs with all relevant records for hearing as all records will be available in online portal. However, video conferencing with CIC and CPIOs can be arranged.

2. A presentation was made by Mr. Piyush Kanal (Sr. Management Associate-RTI -PMU) on RTI Online Portal. The procedure regarding use of RTI online portal was explained in detail. Queries (Technical & Policy related) were answered to by members of PMU. After viewing the presentation and discussions held during the course of presentation, the following feedback and suggestions were noted down:

- a) System generated letters in various modules may also be introduced in Hindi Language.
- b) The system takes much time while generating the quarterly return in the Nodal Officer module.
- c) Additional payment intended for PSUs should be credited in PSU's own account rather than going into consolidated account.

3. Reiterating the target of DoPT to align at least 1000 Public Authorities (PAs) by 31.12.2016, Director (IR) requested the representatives of participating Ministries/Department to provide the details (i.e. their name, designation, organisation, email ID etc.) of Nodal Officer (s) of their organisations within next 7 days so that the process of alignment would get expedited.
4. PMU shared the contact details of Project Monitoring Unit for any assistance and training that may be required by any of the public authority during and after the process of alignment.
5. It was further informed to all the participants that a follow-up meeting with the RTI Nodal officers of Ministries/PSUs will be convened in the 3rd week of May, 2016 to assess the progress of work relating to alignment process.
6. The meeting was concluded with a vote of thanks to the chair.
