RTI QUESTIONNAIRE
DEPARTMENT OF POSTS

This questionnaire has been prepared by the Central Information Commission and is being circulated to identified ministries to get additional information about the implementation of the RTI Act during the year 2007-08. Section 1 contains questions based on the information submitted by the ministry/ department to CIC. Section 2 contains questions that provide insights about the preparedness by the ministry/ department to implement the RTI Act.

Section 1: Analysis of the RTI Implementation Data

This section has questions which would help CIC understand trends of the RTI implementation data submitted by the ministry/ department.

This section would cover the requirements mentioned in the sections 25 (3a) (3b) (3e) of the RTI Act.

1. The numbers of RTI requests received by the Department of Posts in the year 2007-08 is 20,163 contributing 65.1% of the total requests for ministry. Broadly under what categories such as Human resources, Business area (public authority's core function), Procurement, others etc. can the RTI requests be classified?

2. The department has received 20,163 RTI requests this year, up from 15,339 RTI requests in the year 2006-07. Have you analysed in which category the RTI requests are increasing? What have you done to improve accountability and transparency of this category to address the increase?

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3. This year the department has rejected 952 RTI requests. Last year 486 RTI requests were rejected. The total number of RTI requests rejected is relatively more this year compared to last year. What are the reasons?

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4. This year the department has rejected 4.7% of RTI requests. The percentage of requests rejected by the department is low compared to other ministries / departments. What internal steps such as training, sensitizing PIOs, better mechanism/ process to access information etc has resulted in this?

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5. Under section 8(1)(e), this year the department has rejected 133 RTI requests. While invoking this provision, have you consulted the competent authority on whether the larger public interest is served by disclosure of such information?
   a) No, for all rejections
   b) Yes, for all rejections
   c) Yes, in ____% of the rejections

6. Under section 8(1)(j), this year the department rejected 524 RTI requests. While invoking this provision:
   a) Have you consulted appellate authority whether the larger public interest is served?
   b) Would you have denied this information to Parliament?

7. Looking at the number of requests which are upheld by CIC when both CPIO and first appellate authority have rejected the RTI request, do you feel that first appeal is effectively implemented in your public authority?

      a) Yes

      b) No

      c) Partly, need to strengthen further

8. For what percentage of the first appeal did you conduct

      a) Personal hearing   _____%

      b) Video conferencing   _____ %

      c) Audio conferencing   _____%

      d) Decision was announced without a hearing   _____%

9. There are 3 cases in which action is taken against officer in administration of the Act. List the 3 cases and some details about the kinds of action taken:

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Section 2: Insights about Readiness for RTI Implementation

This section has questions which would help CIC understand the initiatives taken up by Public Authorities.

This section would cover the requirements mentioned in the 25 (3f). In addition to that it would also contain analysis of status of ministries in conforming to sections 4(1)(a), 4(2).

10. Section 4(1)(a) of the RTI Act says "maintain all its records duly catalogued and indexed in a manner and the form which facilitates the RTI under this Act". To conform to the requirements of the Act, have you revisited the practices / procedures of the ministry / department?
    a) Yes
    b) No

10.1 If yes, please describe the changes you have made to meet the requirements of section 4(1)(a).

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11. Section 4(1)(a) of the RTI Act says that "..ensure all records that are appropriate to be computerised are, …". Have you analysed what kinds of data are appropriate to be computerised?
    a) Yes
    b) No

11.1 If yes, please describe the action plan for computerization?

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12. Section 4(1)(b) of the requirements are listed below. Kindly complete the table below.

4(1)(b) Clause Description	Published? (Y/ N)	Frequency of updation?	Who is responsible for updation?	Setup system for Feedback / Social Audit? (Y/ N)
Particulars of organisation, functions and duties				
Powers and duties of officers and employees				
Procedure followed in the decision making process, including channels of supervision and accountability				
Norms set by the ministry / department for the discharge of its functions				
Rules, regulations, instructions, manuals and records under its control or used by its employees for discharging its functions				
Statement of the categories of documents that are under its control				
The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;				
A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such				

meetings are accessible for public;				
Directory of officers and employees				
Monthly remuneration received by each officer and employee, including the system of compensation as provided in its regulations				
Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;				
Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes				
Particulars of recipients of concessions, permits or authorisations granted				
Details in respect of the information, available to or held by it, reduced in an electronic form				
Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use				
Names, designations and other particulars of the Public Information Officers				

13. Section 4(1)(c) of the Act says "publish all relevant facts while formulating important policies or announcing decisions which affect the public. What are the three most important policies formulated in your ministry / department?

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13.1 Are your three most important policies listed above published on the website?
   a) Yes
   b) No

13.2 Were the relevant facts published while the above mentioned policies were being formulated?
   a) Yes
   b) No

14. Section 4(1)(d) of the Act says "provide reasons for its administrative or quasi-judicial decisions to affected persons". List three decisions where the affected persons have been given reasons of the decisions?

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15. Section 4(2) of the Act says "provide as much information suo motu to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to the use of this Act to obtain information". Name any three proactive disclosures that the ministry / department has done other than the requirements under section 4(1)(b)?

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15.1 How much (in Rupees) have you spent on publicity?

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15.2 Are the above listed disclosures also available on the website? Please give details.

Information Description	Published? (Y/ N)	Frequency of updation?	Who is responsible for updation?	Setup system for Feedback / Social Audit? (Y/ N)

16. Section 25(3)(f) of the Act says that each report shall state "any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act". List facts which indicate the efforts by the public authorities of your ministry / department.

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17. Section 25(5) of the Act says that CIC "… may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting …conformity". Have you received any recommendation?

    a) Yes

    b) No

17.1 If yes, what is the recommendation received?

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18. Are RTI applications systematically analysed to understand the nature of RTI requests? (For example, has there been a study to understand the most commonly asked questions.)

    a) Yes

b) No

18.1 If yes, then what are the findings and actions recommended / taken?

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19. What aspects have been covered in the training imparted for RTI implementation?
    a) Provisions under the Act
    b) Respect the Demand of the citizens
    c) Motivations for suo-motu disclosure
    d) _____

20. What are your suggestions for improvements in the RTI Act?

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21. What are your suggestions to strengthen the working of the CIC?

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22. What are your suggestions for improvements in the RTI data reporting mechanism?

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23. Do you feel that by implementing the RTI Act,

23.1 Your organisation / ministry has obtained the goodwill of the public?

        a) Yes

        b) No

        c) Any comments _____

23.2 The transparency and accountability of your organisation / ministry has increased?

        a) Yes

        b) No

        c) Any comments _____