

F. No 14/9/2014 – IR (Vol.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi-110001  
Dated the 29<sup>th</sup> October, 2015

Office Memorandum

Subject: Guidelines on Internship for Undergraduates pursuing five year integrated course in Law or graduates pursuing Bachelor's degree in Law under the Centrally sponsored Scheme on "Improving Transparency and Accountability in government through effective implementation of Right to Information Act"

### 1.0 Introduction

The Department of Personnel and Training (DOPT), Ministry of Personnel, Public Grievances and Pensions, Government of India, is the nodal Ministry for the Right to Information Act. It is administering a Plan scheme titled 'Improving Transparency and Accountability in Government through effective Implementation of the Right to Information Act'. The primary goal of the scheme is to contribute towards more accountable and transparent government and it has several components including programmes for awareness generation, training and e-governance initiatives for RTI for achieving the purpose.

Department of Personnel and Training has been conducting Internship Programme for the Ministries and Departments in the Government of India, which is beneficial both to the Departments and the interns. This will help the Ministry/ Department consolidate and document its experience in the implementation of RTI, its successes, constraints in implementation, identify the areas which need more attention, address the gap areas and suggest what more needs to be done to help achieve the objectives of the Act. The interns would be familiarized with the process of seeking information and enabling access to information under the RTI regime.

Under the scheme, DOPT is offering **short-term internships to Undergraduates who are in the second year pursuing five year integrated course in Law or graduates in the first year pursuing three year graduation course in Law from a recognised and reputed University** to conduct an analysis of RTI Applications in select public authorities.

### 2.0 Areas of Study and Research Output

The RTI Internship is being offered to analyze a sample of the RTI applications received in the calendar year 2014 by select public authorities. The analysis of the applications would aim to get an overall picture of the applications received and do an in-depth study of the information sought and the response by the CPIO/ Public Authority. Templates of the expected outputs are enclosed. **Template I** covers the preliminary analysis of the Public Authority while **Template II** covers the detailed analysis of the selected RTI applications. The interns would also study the status of suo motu

disclosure of the Ministry/Department allotted to them for their internship and would submit a report in this regard, as per the guidelines mentioned at Annexure I.

### 3.0 Guidelines/ Salient Features of the Internship Programme

Duration	<ul style="list-style-type: none"> <li>• The internships would be for duration of one month starting 1<sup>st</sup> December, 2015 onwards.</li> <li>• The internship programme is neither a job nor any such assurance for a job in the Department of Personnel of Training or any other Ministry/ Department in Government,</li> </ul>
Remuneration	Travel costs of interns will be reimbursed on actual basis up to Rs. 5000/- on submission of reports.
Logistic Support	Interns will be provided with the necessary logistics support i.e, office space and photocopy facility.
Submission of Paper	The Interns will be required to submit to the Department of Personnel and Training and the selected Ministry/ Department a report on the Areas of study as detailed above.
Placement for internship	The Interns will be placed in selected Ministries/ Departments
Certificate of internship	Certificates will be issued on satisfactory completion of their internships and on submission of their Reports

### 4.0 Methodology

- a) The Department of Personnel and Training will coordinate with the selected Public Authorities for the internship programme.
- b) An initiation workshop will be held for the interns at the beginning of the internship. The work of the interns will be monitored through weekly interactions with the interns by the Department of Personnel and Training.
- c) The interns will be allotted to selected Public Authorities. The interns will report to a nodal officer of the selected Public Authority. The interns will spend 2(**two**) weeks to study and analyze the RTI applications and one week to study the status of suo motu disclosure of the Ministry/Department concerned. The last week would be devoted to writing the report.
- d) The interns are required to find out what are the major queries / complaints on policy initiative that the citizens are desiring to address.
- e) **Based on the analyses of RTI applications made by them the interns have to make specific recommendations regarding the following points in their report:**
  - (i) **Various kinds of information / documents of the Department that can be included in the suo-motu disclosures**
  - (ii) **Major governance policy initiatives that can be taken to improve governance.**

- f) The interns will be required to study the applications received by atleast 5 CPIOs within the public authority which receive the maximum applications. They will be required to select randomly 100 applications of last two years.
- g) Copies of all RTI applications analysed will be submitted to DOPT alongwith the report. A soft copy of the templates and report on suo motu disclosure has to be submitted to the email id [usir-dopt@nic.in](mailto:usir-dopt@nic.in) by 28<sup>th</sup> February, 2016. Non submission of either will be treated as an incomplete report.

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## **ANNEXURE -I**

### **REPORT ON SUO MOTU DISCLOSURE BY THE PUBLIC AUTHORITY**

The interns should study the status of suo motu disclosure in detail and should also discuss about the same with the concerned officer(s) of the public authority. After detailed analysis and discussion, the interns should submit a report on the status of suo motu disclosure. The report should, inter-alia, cover the following points:

- (i) The quantity of information displayed under suo motu disclosure viz. the number and details of items displayed, with regard to section 4(1)(b) of the RTI Act, 2005 and DoPT's OM No.1/6/2011-IR dated 15.04.2013;
- (ii) The quality of such information displayed (against each item) viz. whether complete information has been displayed, whether the information displayed is easily understandable by any citizens, whether information displayed is easily searchable etc.;
- (iii) Whether the information displayed is regularly updated, with dates of updation;
- (iv) Problems being faced, if any, by the public authority in making suo motu disclosure;
- (v) Additional resources required, if any, by the public authority for better suo motu disclosure;
- (vi) Whether any officer(s)/section(s) has been given the responsibility of ensuring adequate quantity and quality of suo motu disclosure and details thereof;
- (vii) Whether any audit of the suo motu disclosure has been made within the Department or by any independent agency and details thereof.
- (viii) Various kinds of information / documents of the Department that can be included in the suo-motu disclosures

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**TEMPLATE I -Public Authority Level Analysis**

Sl. No			
1	No of applications recieved by the PA in 2015		
2	No of CPIOs in the PA		
3	Level of CPIOS	Section Officer	
		Under Secretary	
		Deputy Secretary/	
4	No of CPIOs trained	100%	
		50%	
5	No of CPIOs trained		
6	RTI Cell	Yes	
		No	
7	LOGO displayed on stationary	Yes	
		No	
8	Logo displayed on the point of receiving applications	Yes	
		No	
9	infrastructure availability	photocopier	
		scanner	
		CD writer	
10	suo moto disclosure	17 points	
		14-16 points	
		10-13 points	
		<10 points	
11	Yearly updation of suo motu disclosure	Yes	
		No	
12	Time Dating of suo motu disclosure	Yes	
		No	
13	Responsibility of Suo motu disclosure	1 Nodal officer	
		Distributed	
14	RTI-MIS use	Yes	
		No	
15	No of penalties imposed on the CPIOs of the Public Authority during 2014-15		
16	No of cases of disciplinary proceedings recommended by CIC during 2014-15		











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

