

No 14/4/2016-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001
Dated: the 18th April, 2017

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 to 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 twenty (20) 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 2017 by select public authorities. The analysis of the applications would aim to get an overall picture of the applications received and do an in-depth study of the information sought and the response by the CPIO/ Public Authority. Templates of the expected outputs are enclosed. **Template I** covers the preliminary analysis of the Public Authority while

Template II covers the detailed analysis of the selected RTI applications. The interns would also study the status of suo motu disclosure of the Ministry/Department allotted to them for their internship and would submit a report in this regard, as per the guidelines mentioned at **Annexure I**.

3.0 Guidelines/ Salient Features of the Internship Programme


Number of Interns	<ul style="list-style-type: none"> • 20
Duration	<ul style="list-style-type: none"> • The internships would be for duration of 2 months starting from 1st June onwards. • The internship programme is neither a job nor any such assurance for a job in the Department of Personnel of Training or any other Ministry/ Department in Government,
Remuneration	Interns will be entitled to a consolidated remuneration of Rs.20,000 payable on submission and acceptance of their Internship reports by the competent authority in DoPT. No other expenses like travel costs etc. will be reimbursed.
Stay/Accommodation	Interns coming from outside Delhi / New Delhi have to make their own arrangements for stay / accommodation at their own expense
Logistic Support	Interns will be provided with the necessary logistics support i.e, work space, stationery and facility for photocopying.
Submission of Paper	The Interns will be required to submit to the Department of Personnel and Training and the selected Ministry/ Department a report on the Areas of study as detailed above.
Placement for internship	The Interns will be placed in selected Ministries/ Departments
Certificate of internship	Certificates will be issued on satisfactory completion of their internships and on submission and acceptance of their Reports

4.0 Methodology

- a) The final selection of the interns for the Internship Programme will be done by a Selection Committee of Department of Personnel and Training with the selected Public Authorities.
- b) An orientation workshop will be held for the interns at the beginning of the internship. The work of the interns will be monitored through weekly interactions with the interns by the Department of Personnel and Training.
- c) The interns will be allotted to selected Public Authorities in Delhi. The interns will report to a nodal officer of the selected Public Authority. The interns will spend 6(**six**) weeks to study and analyze the RTI applications and one week

to study the status of suo motu disclosure of the Ministry/Department concerned. The last two weeks would be devoted to writing the report.

- d) The interns are required to find out what are the major queries / complaints on policy initiative that the citizens 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 concerned that can be included in the suo-motu disclosures**
 - (ii) **Major governance policy initiatives that can be taken to improve governance.**
- f) The interns will be required to study the applications received by 5 to 10 CPIOs within the public authority which receive the maximum applications. They will be required to select randomly 200 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 with 15 days from the end of their internship. Non submission of either will be treated as an incomplete report and no certificate regarding successful completion of internship will be issued.
- h) The applications / CV for internship should be accompanied by a recommendation letter from the University / College and self-attested copy of Identity Card issued by the Institution.


10/4/17

(M.M. Maurya)

Under Secretary (IR)

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APPLICATION FORM FOR SUMMER INTERNSHIP PROGRAMME ON RTI FOR LAW STUDENT FOR THE YEAR 2017

(Last date of receiving duly filled application form along with enclosures mentioned below in this office, is 1st may, 2017. Application may be sent through e-mail at the ID usir-dopt@nic.in or physically at the address – Shri Madan Mohan Maurya, Under Secretary (IR), DoPT, Room No.215 A-III, North Block, New Delhi.)

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

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

Signature of the Applicant:-

Date:-

Place:-

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

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

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

ANNEXURE -I

REPORT ON SUO MOTU DISCLOSURE BY THE PUBLIC AUTHORITY

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

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

TEMPLATE I – Public Authority Level Analysis

S.No.			
1	No. of applications received by the PA in 2017		
2	No. of CPIO in the PA		
3.	Level of CPIOs	Section Officer	
		Under Secretary	
		Deputy Secretary	
4.	No. of CPIOs trained	100%	
		50%	
5.	No. of CPIOs trained		
6.	RTI Cell	Yes	
		No	
7.	LOGO displayed on Stationary	Yes	
		No	
8.	Logo displayed on the point of receiving applications	Yes	
		No	
9.	Infrastructure availability	Photocopier	
		Scanner	
		CD writer	
10.	Suo Motu disclosure	17 points	
		14-16 points	
		10-13 points	
		<10 points	
11.	Yearly updation of suo motu disclosure	Yes	
		No	
12.	Time Dating of Sua Motu disclosure	Yes	
		No	
13.	Responsibility of Sua Motu disclosure	1 Nodal Officer	
		Distributed	
14.	RTI-MIS use	Yes	
		No	
15.	No. of penalties imposed on the CPIOs of the Public Authorities during 2016-17		
16.	No. of cases of disciplinary proceedings recommended by CIC during 2014-15		

		Experience of CPIO											
		>1 day											
30	Giving Reply is	difficult											
		easy											
31	Reply to RTI applications consume	considerable time											
		not much of time											
32	Resources available for RTI replies such as scanner, printer etc.	adequate											
		insufficient											
33	Inspection of files/documents by applicants - difficulties faced	consume a lot of time											
		space constraint											
		A staff has to be spared for inspection											
34	Online RTI portal has made handling RTI applications	No such difficulty											
		Easier											
		more difficult											
35	Requirement of CPIO	additional manpower											
		training											
36	CIC hearings	Legal person to attend CIC hearings											
		consume a lot of time											
		very few hearings											
37	Penalty imposed by CIC	yes											
		Only Show cause notice											
		Not even SCN											
		Record Management											
38	Have the records been indexed and catalogued as provided in section 4(1)(a) of RTI Act	Yes											
		No											
39	Have the records been digitised	Yes											
		No											

40	Last weeding out of records done	in Month, Year Not done yet upto 1 day 2-5 days More than a week Yes No	
41	Time taken to retrieve old records		
42	Is there a Central record room for all sections		
First Appeal			
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	
Experience of FAA			

