

F. No 1/21/2012- IR
Ministry of Personnel, PG and Pensions
Department of Personnel and Training,

North Block,
New Delhi-110001
Dated 15th October, 2012

Office Memorandum

Subject: Guidelines on Internship for Undergraduates pursuing five year integrated course in Law under the Centrally sponsored Scheme on "Improving Transparency and Accountability in government through effective implementation of Right to Information Act" for the year 2012-2013

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.

An Internship Programme has been a felt need 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 pursuing five year integrated course in Law 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 year 2011-2012 by select public authorities. The analysis of the applications would aim to get an overall picture of the applications received and do an indepth 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.

3.0 Guidelines/ Salient Features of the Internship Programme

Duration	<ul style="list-style-type: none"> The internships would be for duration of one month starting 1st January, 2013 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	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. Simultaneously they will also be required to give to the concerned HOD and Department of Personnel and Training their feedback on their experience of the programme.
Placement	The Interns will be placed in selected Ministries/ Departments in groups of two.
Certificate of internship	Certificates will be issued on satisfactory completion of their internships and on submission of their Reports

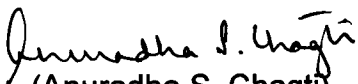
4.0 Methodology

- a) The concerned National Law University(NLU) will coordinate the internship programme in collaboration with IR Division, Deptt of Personnel and Training. NLU will nominate a faculty as the nodal faculty for this project. The nodal faculty will facilitate the research and monitor the work of the interns. NLU may engage an RTI expert to assist in guiding the interns.
- b) The Department of Personnel and Training will coordinate with the selected Public Authorities for the internship programme.
- c) An initiation workshop will be held for the interns at the beginning of the internship. The nodal faculty, officers of DOPT and officers from the selected Public Authorities will attend. The work of the interns will be monitored through weekly interactions with the nodal faculty and officers from DOPT.
- d) The interns will be allotted in pairs to selected Public Authorities. The interns will report to a nodal officer of the selected Public Authority. They will be expected to work under the guidance of the nodal faculty and nodal officer of the Ministry concerned. The interns will spend **3(three)** weeks

to study and analyze the RTI applications and the last week for writing the report.

- e) The interns will be required to study the applications received by 5 CPIOs within the public authority which receive the maximum applications. They will be required to select randomly 20 applications from each CPIO for study. In case the Public Authority has only one CPIO the interns may study RTI applications received by 5 divisions.

The interns are expected to collect the sample RTI applications and finish Template I in the first week and then finish Template II in the next two weeks. Copies of all RTI applications analysed will be submitted to DOPT alongwith the report. A soft copy of the templates has to be submitted to the email id usir-dopt@nic.in by 1st February, 2013. Non submission of either will be read as an incomplete report.


(Anuradha S. Chagti)

Director (IR)

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To:

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2. The Registrar, NALSAR University of Law, Justice City, Shameerpet, R.R. District -500078, Andhra Pradesh.
3. The Registrar, National Law Institute University, Bhopal
4. The Registrar, The West Bengal National University of Juridical Sciences, Dr. Ambedkar Bhavan 12, LB Block, Sector III, Salt Lake City, Kolkata – 700098
5. The Registrar, National Law University, NH-65, Nagour Road, Mandore, Jodhpur – 342304, Rajasthan
6. The Registrar, Hidayatullah National Law University, Uparwara Post, Abhanpur, New Raipur - 493661 , Chhatisgarh
7. The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar – 382007, Gujarat
8. The Registrar, Dr Ram Manohar Lohiya National Law University, Sec- D1, LDA Colony, Kanpur Road Scheme, Lucknow-226012
9. The Registrar, Rajiv Gandhi National University of Law, Mohindra Kothi, Mall Road, Patiala-147001
10. The Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001
11. The Registrar, National University of Advanced Legal Studies, NUALS Campus, HMT Colony, PO Kalamassery, Ernakulam-683503, Kerala
12. The Registrar, National law University, Brajabiharipur, Near Naraj Bridge, CDA Cuttack-753015, Orissa

TEMPLATE I -Public Authority Level Analysis

Sl. No		
1	No of applications recieved by the PA in 2010-2011	
2	No of CPIOs in the PA	
3	Level of CPIOs	Section Officer
		Under Secretary
		Deputy Secretary/ Director
4	No of CPIOs trained	100%
		50%
5	No of CPIOs trained in 2011	
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 avaiability	photocopier
		scanner
		CD writer
		17 points
10	suo moto disclosure	14-16 points
		10-13 points
		<10 points
		Yes
11	Yearly updation of suo moto disclosure	No
		Yes
12	Time Dating of suo moto disclosure	No
		Yes
13	Responsibility of Suo moto disclosure	1 Nodal officer
		Distributed
14	RTI-MIS use	Yes
		No
15	No of penalties imposed on the CPIOs of the Public Authority during 2010-2011	
16	No of cases of disciplinary proceedings recommended by CIC during 2010-2011	

