

F. 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 1st September, 2016

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 for the year 2016, DOPT intends to offer **short-term internships to ten interns who are undergraduates in the second and third year pursuing five year integrated course in Law or graduates in the first and second 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 2016 by select Public Authorities. The analysis of the applications would aim at getting 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"> The internships would be for duration of 1 month starting from 15th December, 2016 to 15th January, 2017. 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.10,000 payable on submission and acceptance of their Internship reports by the Competent Authority in DoPT. No other expenses like travel costs etc. will be admissible.
Stay/Accommodation	Interns coming from outside Delhi / New Delhi have to make their own arrangements for stay / accommodation at their own expenses
Logistic Support	Interns will be provided with the necessary logistics supports 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 central 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 the selected Public Authorities in Delhi. The interns will report to a nodal officer of the selected Public Authority. The interns will spend 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 desire 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 1 to 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 dirrti-dopt@nic.in within 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.

5.0 Last Date of Submission

The applications complete in all respects should reach to the undersigned at **Room No.279 A, DOPT, North Block, New Delhi on or before 3rd October, 2016**. The applications may also be submitted through e-mail at usir-dopt@nic.in.


(Gayatri Mishra)
Director (IR)
Tel No. 23092755
E-mail: dirrti-dopt@nic.in

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

5/11

TEMPLATE I

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	

