

F. No 14/5/2019-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi-110001  
Dated the 30<sup>th</sup> May, 2019

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 Annual Programme 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 an Annual Programme 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 and third year pursuing five year integrated course in Law or graduates in the first and second years pursuing three year graduation course in Law from a recognized 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 2018 and 2019 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**.

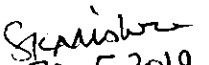
### 3.0 Guidelines/ Salient Features of the Internship Programme

Number of Interns	20
Duration	<ul style="list-style-type: none"><li>• The internships would be for duration of 2 months starting 15<sup>th</sup> June, 2019 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	Interns will be entitled to a consolidated remuneration of Rs.20,000/- (Rs. Twenty Thousand only) 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 Section Committee of Department of Personnel and Training with the selected Public Authorities for the internship programme.
- 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 select Public Authorities in Delhi. The interns will report to a nodal officer of the selected Public Authority. The interns will spend **06 (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 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 5 to 10 CPIOs within the Public Authority who received the maximum applications. They will be required to select randomly 200 applications received during the years 2018 and 2019.
- g) Copies of all RTI applications analyzed 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) 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. Last date of receiving duly filled application form along with enclosures mentioned below in this office, is **10<sup>th</sup> June, 2019 by 5.00 PM**. Application may be sent through e-mail at the ID [usir-dopt@nic.in](mailto:usir-dopt@nic.in) or physically at the address- Shri S.K.Mishra, Under Secretary (IR), DoPT, Room No. 215 A-III, North Block, New Delhi.

  
30.5.2019  
(S.K. Mishra)

Under Secretary to the Government of India  
Tel No. 23092356  
e-mail [usir-dopt@nic.in](mailto:usir-dopt@nic.in)

8. The following information is available for the year ended 31/12/2018:

(a) Sales: 100,000 units @ \$100 each

(b) Opening inventory: 10,000 units @ \$80 each

(c) Closing inventory: 15,000 units @ \$85 each

(d) Production overheads: \$100,000

(e) Selling and administrative expenses: \$20,000

(f) Net profit: \$10,000

Required: Calculate the cost of sales for the year.

9. The following information is available for the year ended 31/12/2018:

(a) Sales: 100,000 units @ \$100 each

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(c) Closing inventory: 15,000 units @ \$85 each

(d) Production overheads: \$100,000

(e) Selling and administrative expenses: \$20,000

(f) Net profit: \$10,000

Required: Calculate the cost of sales for the year.

**APPLICATION FORM FOR SUMMER INTERNSHIP PROGRAMME ON RTI FOR LAW STUDENT FOR THE YEAR 2019**

(Last date of receiving duly filled application form along with enclosures mentioned below in this office, is **10<sup>th</sup> June, 2019 by 5.00 PM**. Application may be sent through e-mail at the ID **usir-dopt@nic.in** or physically at the address- Shri S.K.Mishra, 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 (it is 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 <sup>th</sup> )	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 <sup>th</sup> )	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

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**TEMPLATE 1 – Public Authority Level Analysis**

S. No.			
1.	No. of allocations received by the PA in 2018 and 2019		
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	
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 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 Authorities during 2018-19		
16.	No. of cases of disciplinary proceedings recommended by CIC during 2017-18		



Sl. No.	Template II - Detailed Analysis of the RTI Applications																				
	Basic Information																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	Applicant Government		Yes	No																	
	Employee		Yes	No																	
2	Applicant from the same Public Authority		Yes	No																	
	Is the applicant a regular information seeker		Yes	No																	
4	application received online thru web portal		Yes	No																	
	Application Date																				
5	Date of receipt in Public Authority																				







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																							
			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																							
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																						

