

F. No 1/27/2011 -IR  
Ministry of Personnel, PG and Pensions  
Department of Personnel and Training,

North Block,  
New Delhi-110001  
Dated 26<sup>th</sup> December, 2011

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 2011-2012**

**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 felt need for the Ministries and Departments in the Government of India, which is beneficial both to the Departments and the intern. The Internship Programme will ensure interaction of the officers involved in the implementation of the RTI regime 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 this scheme, DOPT is offering **8 (eight)** 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 2010-2011 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:

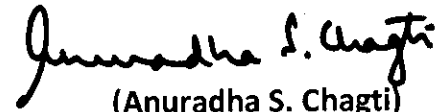
Duration	<ul style="list-style-type: none"><li>• The internships would be for duration of one month starting 2<sup>nd</sup> January, 2012.</li><li>• The internship programme is neither a job nor any such assurance for a job in the Department of Personnel and Training or any other Ministry/Department in Government.</li></ul>
Remuneration	Travel costs of the interns will be reimbursed on actuals up to a cost of Rs. 5000/- on submission of reports.
Logistic Support	Interns will be provided with the necessary logistics support i.e., office space and computer.
Submission of Paper	The Interns will be required to present 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) National Law University, Delhi (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 there after finish Template II in the next two weeks. Copies of all RTI applications analyzed will be submitted to DoPT along with the report. A soft copy of the templates has to be submitted to [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in) by 1<sup>st</sup> February, 2012. Non submission of either will be read as an incomplete report



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To

1. National Law University (Prof. Srikrishna Deva Rao, Registrar), Sector 14, Dwarka New Delhi.
2. Department of Higher Education (Sh. R.P. Sisodia, Joint Secretary) Shastri Bhawan, New Delhi.
3. Ministry of Urban Development (Sh. V. K. Sharma, Joint Secretary), Nirman Bhawan, New Delhi.
4. Central Board of Direct Taxes (Sh. Nilimesh Baruah, Director) Directorate of Income Tax ( O&M services) Level 5 East Block II, R. K. Puram, New Delhi

**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 availability	photocopier	
		scanner	
		CD writer	
10	suo moto disclosure	17 points	
		14-16 points	
		10-13 points	
		<10 points	
11	Yearly updation of suo moto disclosure	Yes	
		No	
12	Time Dating of suo moto disclosure	Yes	
		No	
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		



Content of application										
14	No of questions asked	1 to 5								
		6 to 10								
		>10								
15	Approx no of words used in framing question	< 200								
		201 to 500								
		>500								
16	Application relates to	Information								
		Clarification								
		Grievance								
17	Information Sought on issues related to	Policy								
		Personnel								
		Third Party								
		Non Public Authority								
18	Information on life and liberty	Public Grievance								
		Yes								
19	Information sought relating to	No								
		Current Year								
20	Information sought relates to number of public	Last 1 year								
		Last 1 to 5 years								
		>5 years old								
		1								
21	Pages of information sought	2								
		>2								
		1 to 5								
		6 to 10								
22	Certified copies sought	10 to 50								
		>50								
		Yes								
23	Publication sought	No								
		Priced								
24	Form in which Information sought	Free								
		Photocopies								
		CDs								
25	Information sought through	Samples								
		Ordinary Post								
		Email								
26	Application linked to an event or new poicy decision	Yes								
		No								
27	Information is availble in Public Domain	Yes								
		No								
28	Information sought under the	Yes								
		No								



