



RAJASTHAN STATE LEGAL SERVICES AUTHORITY

Rajasthan High Court Campus, Jaipur Bench

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Circular No. **01** / RSLSA / Internship / 2025

Date: **11/11/2025**

CIRCULAR

Subject: Implementation of Standard Operating Procedure (SOP) for Internship Programmes under DLSAs — Instructions for Strict Compliance.

Rajasthan State Legal Services Authority (RSLSA) conducts Internship Programmes to provide law students with practical exposure to free legal aid services, institutional functioning, and community outreach activities. Recent feedback from internship batches has revealed deficiencies in coordination, supervision, logistics, and conduct of awareness programmes at various DLSAs.

To ensure uniformity, discipline, and meaningful learning outcomes across the State, the following Standard Operating Procedure (SOP) is hereby issued for strict and immediate compliance by all District Legal Services Authorities (DLSAs):-

1. Personal Responsibility of Ld. Secretary

The Ld. Secretary, DLSA shall be personally responsible for planning, supervision, and implementation of the internship programme as per RSLSA's action plan. A daily briefing shall be conducted at the DLSA office before commencement of activities.

2. Infrastructure & Working Environment

DLSAs shall maintain proper seating and infrastructural arrangements ensuring an orderly, disciplined, and professional working environment for interns.

3. Supervision during Institutional Visits

The Ld. Secretary must remain present during all institutional visits (Jails, Observation Homes, Old Age Homes, Courts, etc.). Competent authorities/staff must also be present to explain institutional functioning to the interns.

4. Participation of PLVs & Panel Lawyers

In every awareness programme, PLVs and Panel Advocates shall accompany interns and participate actively to ensure correctness and professional guidance.

5. Safe & Accessible Locations

Awareness programmes shall be held only at safe, accessible locations. Interns must first report to the DLSA office daily. They shall not be required to travel independently to any site.

6. Conduct & Discipline

DLSAs must ensure punctuality, decorum, and courteous behavior by all staff. Interns must not be subjected to intimidation or undue criticism. Any grievances shall be reported to RSLSA only.

7. Logistical Arrangements

Transport and safety arrangements shall be provided by DLSAs for all field/institutional visits. Interns shall not be made to incur personal expenses.

8. Role of Interns in Awareness Programmes

Interns shall not independently conduct legal awareness or provide legal advice. Their role shall remain educational and observational under the guidance of PLVs or Panel Advocates.

9. Attendance & Record Maintenance

A daily attendance register and activity log shall be maintained and verified by the Ld. Secretary.

10. Final Report

A consolidated report on the internship activities along with attendance records shall be forwarded by the Ld. Secretary to RSLSA upon completion of the programme.

11. Institutional Standards

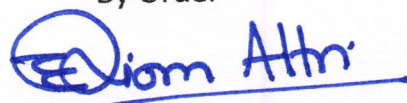
The Ld. Secretary shall ensure proper maintenance, discipline, and cooperation at all institutions visited. Any irregularities must be reported to RSLSA.

12. Monitoring by RSLSA

RSLSA may conduct periodic or surprise inspections to review compliance and assess qualitative outcomes.

All DLSAs are directed to follow the above SOP meticulously to uphold the standards of RSLSA's internship programmes and strengthen access to justice initiatives.

By Order



(Hari Om Attri)

Member Secretary

Rajasthan State Legal Services Authority

Jaipur

No. *RSLSA/PS/248-300*

Date: *11.11.25*

Copy to:-

1. The Director, Rajasthan State Legal Services Authority, Jaipur
2. The Joint Secretary, Rajasthan State Legal Services Authority, Jaipur/ Jodhpur
3. The Special Secretary (Mediation & Arbitration), Rajasthan State Legal Services Authority, Jaipur
4. The Secretary, Rajasthan High Court Legal Services Committee, Jaipur/ Jodhpur
5. The Deputy Secretary-I, Deputy Secretary-II, Deputy Secretary (Action Plan & ADR),
6. The Secretary, District Legal Services Authorities, all Rajasthan.
7. Office Copy.

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Member Secretary