



BIHAR STATE LEGAL SERVICES AUTHORITY, PATNA

STANDARD OPERATING PROCEDURE FOR LAW INTERNS

- All interns shall report to the office punctually on every working day. The timings of internship shall be 9:15 AM onwards for the inaugural session. All interns shall report to BSLSA office by 9:15 AM for the registration of their candidature, failure to do so within time shall result in cancellation of candidature as intern.
- Interns shall maintain regular attendance throughout the internship period.
- Prior permission shall be obtained from the Internship Coordinator in case of leave or absence. Unauthorized absence or irregular attendance may result in discontinuation of the internship.
- Interns shall adhere to the prescribed formal dress code as prescribed by the Bar Council of India, during office hours and official programmes.
- Interns shall maintain discipline, punctuality, professionalism, and proper decorum at all times. Male interns shall be respectful to female interns and any misdemeanour shall result in the termination of the further participation in the internship programme.
- Courteous and respectful conduct shall be maintained towards judicial officers, staff members and fellow interns.
- Use of mobile phones and other electronic devices during working hours shall be restricted to official or necessary purposes only.
- Interns shall maintain strict confidentiality with respect to case records, legal aid matters, office files, and all official communications.
- Interns shall attend and observe Lok Adalats, court proceedings, legal awareness programmes, and field visits as directed and follow proper courtroom etiquette and office discipline shall be strictly observed during all official activities and visits.
- Any act of indiscipline, misconduct, breach of confidentiality, or violation of institutional rules may result in immediate termination of the internship.
- Issuance of internship certificate shall be subject to satisfactory attendance, conduct, timely submission of assigned work, and successful completion of the internship programme.
- No letter of recommendation shall be provided by the Authority.
- The interns have to make his/her own accommodation arrangements during the internship. No TA/DA or stipend/remuneration shall be paid to the interns by Authority.
- Internship shall commencement with formal inaugural session and end with the valedictory session along with a group photograph. For more information or any clarification, please e-mail us at bslsa_87@yahoo.co or contact 9473370144.