



NO: A-33092/1/2011-ISTM (RTI)
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(DEPTT.OF PERSONNEL AND TRAINING)
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
NEW DELHI 110 067.
Tel. 26185311 Fax: 26104183

Dated: 19 January, 2011

To

1. All Central Ministries/Departments
2. Head of the Departments, All Attached/Subordinate Offices

Sub: "Improving Transparency and Accountability through effective implementation of the Right to Information Act – 2005" under Central Sector Scheme

Sir,

The Institute of Secretariat Training and Management will be conducting Six RTI Training courses as under: -

Sl. No.	Name Of Course	Date	Coordinator	Last date for receipt of nominations
1.	RTI –PIO (for Public Information Officers)	25 February, 2011	Shri Parth Vasaniya Asst. Director Tel. No. 26185311	09 th February, 2011
2.	RTI –AA (for Appellate Authorities)	28 February, 2011	Shri Satyajit Mishra, Joint Director Tel. No. 26161375	11 th February, 2011
3.	RTI – AA (for Appellate Authorities)	07 March, 2011	Shri RK Kundi Deputy Director Tel. No. 26185314	18 th February, 2011
4.	RTI – PIO (for Public Information Officers)	18 March, 2011	Shri KS Kumar Joint Director Tel. No. 26108946	25 th February, 2011
5.	RTI – HPA (for Heads of Public Authorities)	22 March, 2011	Shri Sandeep Mukherjee Deputy Director Tel. No. 26185310	28 th February, 2011
6.	RTI – HPA (for Heads of Public Authorities)	29 March, 2011	Shri K Govindarajulu Deputy Director Tel. No. 26185316	28 th February, 2011

2. The aim of the training course is to equip the participants with knowledge and skills to handle the job of CPIOs / Appellate Authorities and help the Ministries/Departments/Organizations in implementing the provisions of the Right to Information Act, 2005.

3. Details about the Training Courses, eligibility criteria etc. is available at the Course Information Sheet, appended as Annexure-I. The Nomination Form for applying to these courses is at Annexure-II. It is requested that nomination of eligible and interested candidates may please be forwarded to the **concerned officers mentioned above so as to reach on or before the last date of receipt indicated against each course.**

3. Only such candidates, whose nominations are accepted and intimated by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, requested that **nominees should be relieved only after receipt of acceptance letter from the Institute.**

Yours faithfully,

(PARTH VASANIYA)
ASSISTANT DIRECTOR
E-mail : pv.istm@yahoo.co.uk

COURSE INFORMATION SHEET

TITLE:	Training Courses on Right to Information Act, 2005	
DURATION: (Kindly tick the date suitable for you)	RTI –PIO (for Public Information Officers)	25 February, 2011
	RTI –AA (for Appellate Authorities)	28 February, 2011
	RTI – AA (for Appellate Authorities)	07 March, 2011
	RTI – PIO (for Public Information Officers)	18 March, 2011
	RTI – HPA (for Heads of Public Authorities)	22 March, 2011
	RTI – HPA (for Heads of Public Authorities)	29 March, 2011
ELIGIBILITY:	Central Public Information Officers designated by the Ministries / Departments / Organizations under the Right to Information Act / Officers appointed or to be appointed as Appellate Authorities, Head of Department or equivalent	
OBJECTIVE OF THE COURSE:	• Describe the purpose and concept of Right to Information • Explain the salient features of Act and possible implications • Describe the process of seeking and providing information • List exemptions prescribed • Explain procedure of appeals and penalties imposed by Information Commission • Describe Responsibilities of Public Authorities • Explain strategy for operationalizing Right to Information	
TRAINING METHODOLOGY	• Phase – I : Distance Learning (<i>will be sent before commencement of the workshop along with acceptance letter.</i>) • Phase – II : Discussion and Experience sharing • Phase – III : Implementation	
COURSE FEE:	There is no course fee for officers working in Central Govt. including Attached and subordinate offices.	
HOSTEL FACILITIES:	ISTM has a modest hostel facility where both AC and Non-AC rooms are available on “first-come-first served basis. The charges for AC rooms are different than that of the Non AC rooms. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Tele Fax No. 011-26172571	
LAST DATE FOR RECEIVING NOMINATION FORM	As mentioned at para 1 (Col. 5) above in the covering letter	
TO WHOM THE NOMINATION FORM IS TO BE SENT	The officer concerned (as mentioned at para 1 (Col. 4) above in the covering letter ISTM, Administrative Block, JNU(Old) Campus, New Mehrauli Road, New Delhi -110067. Tele Fax: 26104183	

NOMINATION FORM
TRAINING COURSE ON RIGHT TO INFORMATION ACT, 2005
ON _____

NOMINEE’S INFORMATION

1.	NAME		
2.	DESIGNATION		
3.	PLEASE SPECIFY WHETHER DESIGNATED AS CPIO OR NOT		
4.	NAME OF THE MINISTRY/ DEPARTMENT/ OFFICE		
5.	SCALE OF PAY / GD PAY		
6.	DATE OF BIRTH		
7.	SEX		
8.	CATEGORY SC/ST/OBC/GENERAL		
9.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	<u>SECTION / UNIT</u>	
		ROOM NO./ FLOOR	
		BUILDING NAME	
		ROAD NAME	
		CITY/PINCODE	
		TELEPHONE/FAX	
		E-MAIL	
10.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED

NOMINATION FORM

TRAINING COURSE ON RIGHT TO INFORMATION ACT, 2005

ON _____

SPONSORING AUTHORITY’S CONFIRMATION

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE’S NAME	
6.	NOMINEE’S DESIGNATION AND ALSO WHETHER CPIO OR NOT	
7.	HOW DOES THE NOMINEE’S APPLICATION RELATE TO THE IMPLEMENTATION OF RIGHT TO INFORMATION ACT	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme

Signature & Seal of Sponsoring Authority

DATE: