



**No.A.33038 / 1 /2011-ISTM (RTI-ROP)**  
**GOVERNMENT OF INDIA**  
**INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT**  
**DEPARTMENT OF PERSONNEL & TRAINING**  
**ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)**  
**OLOF PALME MARG, NEW DELHI-110067**  
**TELE. 26185314, FAX: 26104183**

**Dated: 19<sup>th</sup> August 2011**

To

1. All Ministries/Departments of the Govt. of India
2. All Attached Offices of the Govt. of India
3. The Comptroller and Auditor General of India, New Delhi
4. All Union Territory Administrations
5. All Subordinate Offices of the Govt. of India.

Subject: Training Course on 'Re-engineering Office Processes in the context of Right to Information ' to be held from **21 – 23 November, 2011** at ISTM, New Delhi.

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Sir,

This Institute will be conducting a three day Training Course on ""Re-engineering Office Processes in the context of Right to Information"" from **21 – 23 November, 2011**.

2. Details of the Course, eligibility requirements and facilities available are given at Annexure-I. Nomination form for the Course is given at Annexure II. Nomination form of the eligible persons duly countersigned by the sponsoring authority may please be forwarded latest by **20<sup>th</sup> October, 2011**.

3. All sponsoring authorities are requested to ensure that candidates selected for the course are relieved to attend the course. The nomination of participant will be accepted only after receipt of communication in this respect from sponsoring authorities. The sponsoring authorities are requested to relieve the officer only on **receipt of clear communication to that effect from ISTM**.

Yours faithfully,

Sd/-

**[R.K. Kundi]**  
Deputy Director &  
Course Coordinator

**The Institute**

ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) Government of India, and a lead resource center in the country for strengthening professional capabilities of civil servants. As partner to reforms in governance, ISTM endeavours to conduct training courses in the emerging areas for capacity building to implement the government initiative. The present training course on 'Re-engineering Office Processes in the context of Right to Information is one such initiative. The Institute has complement of experienced faculty who have specialized in the core subjects pertaining to the course.

**The Course**

The enactment of the Right to Information Act 2005, has ushered the nation into an era of transparency and accountability. The empowerment of citizenry by the Act has extended the accountability directly to the public. The change necessitates to have re-look at the ways we have been managing our offices. This course attempts to provide that opportunity to explore the ways of realigning and improving our processes to the new challenges.

**Duration**

Three days

Dates 21.11.11 to 23.11.11

Course Coordinator: R.K. Kundi, Deputy Director

**Level of Participants**

This course is intended for Group A and B officers of the level of Section Officer and Under Secretary working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India.

**Aim**

The aim of the course is to expose the participants to all possible options including the available software packages to realign and improve office processes to meet the challenges as well as opportunities created by the Right to Information Act, 2005.

**Contents**

- a. Salient feature of the RTI Act, 2005
- b. The human and legal aspects of dealing with the Act
- c. The Shifts and Linkages brought about by the Act
- d. File Management systems including the computer based file tracking systems
- e. Tools for retrieving active and non-active records including the RMIS software system
- f. Parameters of Excellence in Service Delivery
- g. Maintenance and Generation Records in the light of the RTI Act

**Methodology**

With a view to generating a learning environment the course would be conducted through highly participative training methodology. The participants would undertake individual as well as group work

**Capacity**

Twenty Five (25)

**Course Fee:**

No course fee is charged for this training course.

**Hostel facilities:**

As the ISTM Hostel is under renovation, the hostel rooms will not be available. The participants will have to make their own arrangement for stay in Delhi.

**Nomination**

Nominations in the prescribed format (Annexure) duly completed and signed by the Sponsoring Authority should reach the course coordinator at the following address.

**Shri R.K. Kundi, Deputy Director,  
Institute of Secretariat Training & Management  
Room No. 114, Administrative Block, JNU Campus (Old),  
Olof Palme Marg, New Delhi –110067.**

The Fax No., Telephone Number and complete address of the Sponsoring Authority (including PIN code) may also please be furnished for facility of communication. Candidates whose nominations are accepted by Institute of Secretariat Training & Management will be informed accordingly. **Last date for receipt of nomination form is 20<sup>th</sup> October, 2011.**

**NOMINATION FORM**  
**'Re-engineering Office Processes in the Context of Right to Information'**  
**FROM 21-23 NOVEMBER, 2011 AT ISTM**

**NOMINEE'S INFORMATION**

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

**NOMINATION FORM**  
**'Re-engineering Office Processes in the Context of Right to Information'**  
**FROM 21-23 NOVEMBER, 2011 AT ISTM**

**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: