



No. A-33015/1 /2011-ISTM
Government of India
Institute of Secretariat Training and Management
(Department of Personnel and Training)
Administrative Block, Old JNU Campus,
Olof Palme Marg, New Delhi - 110 067.
Tel: 26185314, Fax: 26104183

Dated 26th December, 2011

To

1. All Central Ministries/Departments
2. All Attached/Subordinate Offices
3. All Public Sector Undertakings

Sub: Trainer Development Programme on Right to Information (TDP-RTI) from
19th March to 23rd March, 2012 to be conducted at ISTM, New Delhi.

Sir/ Madam,

The Institute of Secretariat Training and Management will be conducting a Trainer Development Programme on Right to Information for (a) Faculty members of Central Training Institutions; and (b) Potential Trainers /Resource Persons identified by Ministries, Departments and their attached and subordinate offices under the Central Government.

2. The aim of the programme is to build trainer capabilities to run workshops/course/sessions on RTI at Central Training Institutions and also in various Ministries, Departments, Attached and Subordinate Offices of Central Government.

3. Details about the programme, eligibility criteria, nomination form etc. are available in the enclosed Annexure. It is requested that nomination of eligible and interested officers may please be forwarded, so as to reach the undersigned, latest **by 15th February, 2012 positively.** The nomination form can also be downloaded from ISTM website: <http://www.istm.gov.in>

4. The acceptance letter indicating the names of officers, whose nominations are accepted for the programme by the Institute of Secretariat Training & Management, would be issued during the third week of February, 2012. Therefore, the nominees should be relieved only after receipt of acceptance letter from the Institute.

Yours faithfully,

Encl: Annexure

(REKHA SHARMA)
DEPUTY DIRECTOR &
COURSE COORDINATOR

TRAINERS' DEVELOPMENT PROGRAMME ON RIGHT TO INFORMATION

I. Background

On 15 June, 2005 Right to Information Act received the assent of the President and published in the Extraordinary Gazette of India on 21st June, 2005. The Act provides for setting out the practical regime of Right to Information facilities to secure access to information in order to promote openness, transparency and accountability in the working of every public authority. The Act has become fully operational with effect from October 12, 2005.

II. The Need

As the law of transparency in India is new and evolving, there is a need to identify the knowledge gap and training needs of the various functionaries working in the public authorities and to design strategies to bridge the gap using appropriate training interventions. There is a large number of functionaries in the public authorities under central government and it is a challenge to organize training, education and awareness programmes for such a large number of functionaries. To meet the challenge of training for all these functionaries, it is essential that we adopt a strategy to decentralize the training efforts. Hence, the Trainers Development Programme sponsored by Training Division, Department of Personnel and Training, Government of India and conducted by ISTM is planned to be organized.

III. Aim of the Programme

To build trainer capabilities to run workshops/course/sessions on RTI at Central Training Institutions and also in various Ministries, Departments, Attached and Subordinate Offices of Central Government.

IV. Programme Structure

The structure of the Programme has following four phases:-

- Phase I- Pre programme Development Phase (Distance Learning)
- Phase II- Demonstration Phase
- Phase III- Development Phase
- Phase IV Implementation Phase

1. Pre programme Development Phase (Distance Learning)

This phase will provide the participants an opportunity to study the background and provisions of RTI Act and also introduce the concept of Training of Trainers including training / learning process. The pre-course material will be made available to the participants after the nominations are finalized. Participants will be expected to complete the exercise before the commencement of the programme.

2. Demonstration Phase

The trainers of Institute of Secretariat Training and Management, (ISTM), Department of Personnel and Training, Govt. of India will run a two day course for the Potential Trainers / Resource Persons identified by Central Training Institutions / Ministries, Departments and Attached and Subordinate offices under Government of India. Potential Trainers / Resource Persons will participate, observe and record the process while the course is going on. The following three focus areas have been identified for imparting training to the Potential Trainers / Resource Persons for effective implementation of the RTI Act, 2005:-

- i) Salient features of the law to clarify the imperatives of the Right to Information Act, 2005.
- ii) Implications of the Act vis-a-vis Public Authorities' obligations
- iii) Strategy and skills for operationalizing and implementing the Act.

3. Development Phase

Based on the participation, observation and recording of the process by the Potential Trainers / Resource Persons in the Demonstration Phase, they will share and finalize instructional strategy / delivery processes. Once the process sheet is finalized, the participants will be provided opportunity to practise the sessions using training techniques. In this phase Potential Trainers / Resource Persons will also plan the implementation schedule and likely contingencies that may arise while conducting the training. The trainers from ISTM will facilitate the entire development phase.

4. Implementation Phase

The outcome of the Development Phase will be an Action Plan for conducting courses / sessions on RTI Act in their respective Training Institutions/Ministries/Departments, etc. The participants, on completion of the programme, would be expected to submit a report on implementation of the Action Plan in their organizations within two weeks.

V. Benefits

The benefits of workshops are visualized as capabilities of the Potential Trainers / Resource Persons will be built in designing, developing and conducting training, education and awareness of RTI programmes in their respective organizations for PIOs, APIOs and other functionaries of the respective public authorities.

VI. Methodology

The Trainers' Development Programme has been designed in such a way that each section of the Act is critically examined to impart complete understanding of the law and also training techniques. The primary methodologies to be used in the programme are group discussions and plenary interactions so that all Potential Trainers / Resource Persons share their concerns, seek clarifications and identify potential problem areas and attempt to evolve workable solutions. Enough learning experiences have been created in the design of the programme for discussion on imperatives, implications and implementation strategies of the law.

The Trainers' Development course is designed for a duration of five days to be conducted on group work approach. The workshop will be run on participative methods requiring individual attention. The number of participants in each programme is to be limited to about 20.

VII. Eligibility

- a) Faculty members of Central Training Institutions
- b) Potential Trainers / Resource Persons identified by Ministries, Departments and their attached and subordinate offices under the Central Government.

VIII. Venue and Date

The Trainers' Development Programme will be held at the Institute of Secretariat Training and Management, Department of Personnel and Training, Administrative Block, JNU Old Campus, New Delhi - 110067 from 19th March to 23rd March, 2012.

IX. Nomination & Last Date

Central Training Institutions / Ministries / Departments/ Attached and Subordinate offices may send the nominations of their faculty members and Potential Resource Persons by 15th February, 2012 to:

**Smt. Rekha Sharma,
Deputy Director
Institute of Secretariat Training and Management
Administrative Block
JNU Old Campus
New Delhi - 110067**

Telefax: +91 11 26104183

NOMINATION FORM

FromTo.....

Course Title :

1.	Name	:			
2.	Designation	:			3. Scale of Pay
4.	Organisation with Complete Address and E mail ID: (to which intimation about nomination is to be sent)				
5.	Telephone / Fax Numbers :				
6.	Whether it is a Central/State Govt. Ministry/ Department or PSU / Autonomous Body:				
7.	Educational Qualification:			8. Professional Qualification:	
9.	Whether SC/ST/OBC/General:			10. Service to which belongs:	

11. Brief Service particulars:

S.No.	Post Held	From	To	Scale of Pay	Nature of duties

12.	Whether fulfils eligibility conditions:				
13.	How the programme is likely to benefit the nominee as well as the organisation:				
14.	Previous courses attended at ISTM: (with dates in bracket)				
15.	Whether hostel accommodation is required:				

Signature of the Nominee:

To be filled in by Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will he/she be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Complete Postal Address of the Sponsoring Authority With Telephone Number and Fax Number	Signature: Name/Designation: (of the Sponsoring authority) with Office Seal
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