



**No.A.33038/2/2011-ISTM**  
**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: 14<sup>th</sup> November, 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 Subordinate Offices of the Govt. of India.

Subject: Training Course on **“Records Management for Right to Information”** to be held from 13-16 February, 2012 at ISTM, New Delhi.

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Sir,

This Institute will be conducting a four day Training Course on **Records Management for Right to Information** to be held from 13-16 February, 2012.

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 **9<sup>th</sup> January, 2012.**

3. All sponsoring authorities are requested to ensure that candidates selected for the course are relieved to attend the course only on **receipt of clear communication to that effect from ISTM.**

Yours faithfully,

Sd/-

**[R.K. Kundi]**

Deputy Director & Course Coordinator

**Course Information Sheet**

Code : RTI -RM  
Title : **Records Management for Right to Information**  
Duration : 4 days

***AIM OF THE COURSE:***

The enactment of Right to Information Act, 2005 has thrown up new challenges before the civil services in regard to the strengthening of the practices and procedures for record management in government for effective implementation of the Act. The present training course on **Records Management for Right to Information** is an initiative to meet this challenge. The Act enjoins upon the public authorities to strengthen their records management systems and use of the latest technology for this purpose in a cost effective manner. The Course has been designed to provide a practical framework, in which participants are encouraged to reflect upon the current record management practices and the possible ways for realigning them to meet the requirements of the Act. They are also encouraged to define their role and the roles of their organisations in the realignment process for providing timely information to the people.

***BROAD CONTENTS OF THE COURSE:***

- 1) The Right to Information Act, 2005
- 2) The Public Records Act, 1993 and Public Records Rules, 1997.
- 3) File Management Systems including Electronics Systems
- 4) Record Retention Schedules
- 5) Tools for retrieval of Active & Non-Active Records
- 6) Maintenance and Generation of Records relating to handling of requests under RTI Act.

**METHODOLOGY**

The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion, practical exercises, etc.,

***ELIGIBILITY CONDITION***

This course is intended for Section Officers/officers of equivalent rank working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India.

### ***COURSE CAPACITY***

The maximum number of participants that can be admitted to the Course is 25.

### ***NOMINATIONS FOR THE COURSE***

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

**Sh. 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 9<sup>th</sup> January, 2012.**

### ***ACCOMMODATION***

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.

### **IMPORTANT**

**Candidates whose nominations are accepted by ISTM shall be intimated. They may be relieved only after receipt of such intimation from ISTM.**

**Annexure II**

**NOMINATION FORM**

Course Title : Training Course on "Records Management for RTI" from  
13-16 February 2012.

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

10. Brief Service particulars:

S.No.	Post Held	From	To	Scale of Pay	Nature of duties
11.	Whether fulfils eligibility conditions:				
12.	How the programme is likely to benefit the nominee as well as the organisation:				
13.	Previous courses attended at ISTM: (with dates in bracket)				
14.	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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