



NO.A-33092/7/2011 -ISTM (RTI)
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(DEPTT.OF PERSONNEL AND TRAINING)
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
NEW DELHI 110 067.
Tel. 26185314 Fax: 26104183.

Dated: the 15 December, 2011

To

1. All Ministries/Departments of the Govt. of India
2. All Attached Office 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.
6. All Autonomous Bodes/PSUs

Sub: One day Seminar on Right to Information Act, 2005.

Sir/Madam,

This Institute will be conducting one day seminar on Right to Information Act, 2005 on **26.03.2012**.

2. This seminar is intended for officers of the level of Section Officers and above of Ministries/Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs.
3. Details of the Seminar, eligibility requirements and facilities available are given at Annexure-I. Nomination form for the seminar is given at Annexure II. Nomination form of the eligible persons duly countersigned by the sponsoring authority may please be forwarded latest by **20.02.2012**.
4. All sponsoring authorities are requested to ensure that candidates selected for the seminar are relieved to attend the course only on receipt of clear communication to that effect from ISTM.

Yours faithfully,

Encl: Annexure I&II


(Deepak Kumar Bist)
Assistant Director &
Seminar Coordinator

The Institute

Established in 1948, 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. It has been imparting training to officers of Central Government, State Government, Public Sector Undertakings, and Autonomous Bodies etc. As partner to reforms in governance, ISTM endeavors to conduct training courses in the emerging areas for capacity building. Since the enactment of the Right to Information Act 2005, ISTM is involved in the area of Right to Information. Considering its importance ISTM has so far organized more than 60 workshops on Right to Information. For Appellate Authorities, PIOs and Trainer Development Programmes in RTI. ISTM faculties have developed a very strong knowledge base in the area of Right to Information.

The Background

The Seminar has been designed in pursuance of the recommendations of the Administrative Reforms Commission that all government functionaries should be imparted minimum of one days training on RTI within a year. The aim of the course is to generate awareness about the various provisions of RTI and to enable the government functionaries to delineate their role in the effective implementation of the Act.

Level of Participants

The course is intended for officers of the level of Section Officers and above of Ministries/Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs.

Course Contents

The seminar has been designed in such a way that each section of the Act is critically examined to impart complete understanding of the law and issues relating to the implementation of the Act will be discussed in detail.

Methodology

The course will be highly interactive and participative in nature. The methodology involves:-

- Input
- Group Discussions
- Individual work
- Plenary discussions

Annexure-II

Nomination Form for One-day Seminar on Right to Information Act,
2005 on 26.03.2012

1.	Seminar Title	One-day Seminar on Right to Information Act, 2005.
2.	Venue	Institute of Secretariat Training and Management, Old JNU Campus, New Delhi. -110067
3.	Name of Participant	
4.	Designation	
5.	Address for communication	
6.	Telephone No.	
	Fax No.	
	Email ID	
7.	Details of Sponsoring Authority	
8.	Recommendations of Sponsoring Authority	

