



# India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306

trg@iistd.in; training@iistd.in Website: <https://iistd.in>

By E-Mail & Registered Post

Ref No IISTD/RTI/LC-11-673

New Delhi

To

Transparency Officer/ FAA/ CPIO

Department of Higher Education

North Eastern Hill University

North Eastern Hill University, Shilong

**Subject: 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities**

- On 17 to 19 August, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 25-27 Sept, 2023 at Hotel Shanker, Kathmandu, Nepal
- On 26 - 28 Oct, 2023 at Hotel Golden Tulip, Manali
- On 23 - 25 Nov, 2023 at Hotel Ramada by Wyndham Darjeeling
- On 18 - 20 Dec, 2023 at Hotel Madhuban Sarovar Portico, Mussoorie

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.
2. The Right to Information Act, 2005 mandates timely response to citizen requests for government information. The basic objective of the Right to Information Act, 2005 is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption and to make the democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance.
3. The Director, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, Government of India in his memo no.10/23/2007-IR dated 9.07.2007 has also observed certain shortcomings in the functioning of the First Appellate Authorities (FAAs) not examining the appeals judiciously and their mechanical agreement with the decision of CPIOs, the FAAs not disposing the appeals within the prescribed time frame and CPIOs not complying with the directions of the FAAs, etc.
4. The Memo suggested that as the FAAs are the quasi-judicial authorities, they should not only ensure that the justice is done but also appear to have been done. The need for giving speaking orders was also expressed in the memo. It was also felt that the roles and responsibilities of the FAAs and aligning them with the provisions of the Act. It was also felt that necessary training needs to be provided to the FAAs to make the act effective.
5. The Training Programme is meant for PIO/APIO/CPIO/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.



# India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306

trg@iistd.in; training@iistd.in Website: <https://iistd.in>

- Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs.
- Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
- Studying and analyzing the Second Appellate authority (CIC/SIC) and landmark Supreme court /High court decisions on important RTI appeals.
- Removal of doubts and interaction with RTI experts.

6. Course Contents:

- RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
- Role & Responsibilities of CPIO/Alternate CPIO
- Role & Responsibilities of Appellate Authority
- Analysis of Appellate Authority decisions- Case studies/Brainstorming
- Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
- CIC guidelines and model code of conduct for FAAs
- Interaction/Discussion/Quiz on RTI act 2005

6. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.

9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

## GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.



# India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306

trg@iistd.in; training@iistd.in Website: <https://iistd.in>

- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Shri. Somveer  
Director (Training)

