



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

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By E-Mail & Registered Post

Ref No IISTD/R/23-47-2642

New Delhi

To

Transparency Officer/ FAA/ CPIO

Raj Mallick Deputy Registrar Examination Department NEHU, Shillong Umshing Mawkynroh, Mawlai

Sub: 3 Days Training Program on "Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005."

- On 11 to 13 May, 2023 at Hotel Clarks Inn, Srinagar
- On 25 to 27 May, 2023 at The Den Corbett Resort, Jim Corbett
- On 8 to 10 June, 2023 at Hotel Bogmallo Beach Resort, Goa
- On 26 to 28 June, 2023 at Hotel Sangto Villa, Leh Laddakh
- On 26 to 28 July, 2023 at Hotel Park Inn by Radisson, Amritsar
- 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

Madam/Sir,

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. As you are aware, the Central Information Commission has been constituted to perform the functions assigned to it under the RTI Act, 2005. One of the prominent functions includes monitoring of suo-motu disclosure by public authorities. It has been decided to conduct transparency audit of public authorities to make a quantitative and qualitative assessment of compliance of the mandate suo-motu disclosure under section 4 of the RTI Act.
3. As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.
4. In this regard, Public Authority readiness has to be manifold. To assist public authorities in Self Audit before third party Audit, IISTD is conducting 3 Days Training Program on "Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005."
5. An approach paper consisting of the context, the purpose, the approach and methodology and the limitations involved in this exercise is enclosed for ready reference. A copy of the format of audit

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exercise is also enclosed. The exercise will start with a preliminary assessment by IISTD faculty members of the information displayed by public authorities on their respective website.

1. The training programme is meant for PIO/APIO/CPIO/Appellate Authority of all Respondent Public Authority to Compliance with the proactive disclosure guidelines, it's an audit by third-party and its communication to the Central information commission. Refer to Self-appraisal report of Third-Party Audit of Proactive Disclosure under the RTI Act, 2005. Under Organization and Function - 1.12 Programmes to advance understanding of RTI (Section 26) - 1.12.3 Training of CPIO/APIO
2. 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

3. The crossed Demand Draft (DD) towards this non-refundable fee should be drawn in favour of "India Institute of Secretariat Training & Development ", payable at New Delhi and should be sent along with the nomination letter
4. 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.
5. An early nomination in the prescribed Pro-forma of PIO/APIO/CPIO/Appellate Authority, RTI Staff, HR or Personnel and Administration Departments shall be highly appreciated. Nominations of suitable officers in the prescribed proforma may please be sent to IISTD.
6. Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IISTD website. www.iistd.in
7. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the training programme, upload this on their websites for the information of all concerned and encourage the officers to apply. In addition to the above programme other customized programs to the choice can be organized.

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.



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- 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.
- 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)

