



No.A-33092/ 4 /2011-ISTM
Government of India
Institute of Secretariat Training and Management
Department of Personnel and Training
Administrative Block, JNU Old Campus
Olof Palme Marg, New Delhi-110067
Tel: 26185314 Fax: 26104183

Dated: 29th July, 2011

To

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

Sub:- One day Workshop on "Disposal of Appeal under RTI" to be held on **31st October, 2011** at ISTM, New Delhi.

Sir / Madam,

The Institute of Secretariat Training and Management will be conducting a One day "Workshop on Disposal of Appeal under RTI" on **31st October, 2011** for officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act, 2005.

2. The aim of the workshop is to provide to the first appellate authorities under RTI Act 2005, a platform to discuss various nuances of considering an appeal against the decision of the Public Information Officer.
3. Details about the workshop, eligibility criteria, nomination form, etc are available in the enclosed Workshop Brochure. It is requested that the nomination of eligible and interested officers, who are functioning as Appellate Authority under the RTI Act may please be forwarded, so as to reach the undersigned, latest by **30.09..2011** positively.
4. While nominating officers for the workshop please indicate that he/she is functioning as Appellate Authority under RTI Act. The nominees should be relieved only after receipt of acceptance letter from the Institute.

Yours faithfully,

Encl:

1. Workshop brochure
2. Nomination form

Sd/-
(Rekha Sharma)
DEPUTY DIRECTOR &
WORKSHOP COORDINATOR

Workshop
On
Disposal of Appeal
under
RTI

(31st October, 2011)



Institute of Secretariat Training and Management

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel and Training

JNU Old Campus, Olof Palme Marg

New Delhi - 110 067.

Website: <http://www.istm.gov.in>

The Institute

ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, and a lead resource center in the country for strengthening professional capabilities of trainers in the Central and State Training Institutes. It has in its faculty, several “Master Trainers” and “Recognised Users” as national resource persons in the area of training techniques.

The Right to Information Act, 2005 came into force on 12 October 2005 to provide for setting out the practical regime of Right to Information for citizen to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. With a view to facilitating smooth implementation of the Act, the Training Division, Department of Personnel and Training (DoPT), has entrusted to ISTM, New Delhi, the task of capacity enhancement initiative. Accordingly, the Institute has already conducted large number of Workshops for various levels of functionaries in the Government belonging to public authorities. With this experience, ISTM has now on its rolls a set of dedicated faculty equipped thoroughly on every detail in the Right to Information Act, 2005.

The Need

In the Right to Information Act 2005 a 2-layer provision of appeal against the decision of the PIO has been included. The first appeal is to be considered departmentally by an officer senior in rank to the PIO and the second and final appeal rests with the Central Information Commission.

Several first appellate authorities have attended workshops at ISTM and have validated training module delivered by ISTM for equipping the first appellate authorities with requisite skills.

The Workshop

The Workshop on Disposal of Appeal under RTI will cater, comprehensively, to the functional needs of the senior officers designated by public authorities to consider appeals against the decisions of their PIOs.

Level of Participants

Officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act, 2005.

Duration

One day (0930 hrs - 1700 hrs).

Aim

With a view to strengthening the first check post of RTI regime of transparency of information, the Workshop aims to provide to the first appellate authorities a platform to discuss various nuances of considering an appeal against denial of information.

Objectives

By the end of this workshop, the participants will be able to:

- ✓ Admit a fully referenced appeal;
- ✓ Scan CPIOs action on original request for information; and
- ✓ Respond through a speaking order.

Course Contents

- ✓ Details of appeal by a requester or a third party.
- ✓ Grounds for appeal.
- ✓ Consideration of appeal.

Methodology

With a view to generating a learning environment the Workshop would be conducted through highly participative training methods including experience sharing, problem solving and presentations.

Language

The proceedings of the workshop will be in mixed language of Hindi and English.

Capacity : 20 (Twenty)

Training Material

- (i) The Right to Information Act, 2005;
- (ii) CIC (Appeal Procedure) Rules 2005;
- (iii) Right to Information (Regulation of Fee and Cost) Rules 2005;
- (iv) Copy of CIC decisions.

Faculty

The Workshop will be implemented by the professionally competent in-house faculty of the Institute.

Fee

No fee would be charged for attending this workshop from the participants as this workshop is sponsored by Department of Personnel and Training, Government of India.

Hostel Accommodation

ISTM has a hostel facility where AC and Non-AC rooms are available on twin sharing basis. For advance reservation of accommodation at the ISTM Hostel, the following officer may be contacted directly:

*Sh. Arun Gaur,
Deputy Director & Hostel Warden,
Institute of Secretariat Training and Management,
Department of Personnel and Training,
Hostel Block No.1, Old JNU Campus,
Olof Palme Marg, New Delhi – 110 067.
Tel # 26177058, 26172571 Fax:011- 26104183*

Nomination

Nominations in the prescribed format (Annexure) duly completed and signed by the sponsoring authority should reach:

Smt. Rekha Sharma,
Deputy Director & Course Coordinator
Institute of Secretariat Training & Management,
Room No. 114, Administrative Block,
Old JNU Campus, Olof Palme Marg, New Delhi – 110 067.
Tel # 91-11- 26185314 Fax # 91-11-26104183
E-mail : rekistm@gmail.com

Dates:

- The Workshop will be conducted at ISTM on: 31st October, 2011
- Last date of receipt of nominations: 30th September, 2011

NOMINATION FORM

Course Title : One day Workshop on RTI for Appellate Authorities -31.10.2011

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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