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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / Date: 12.March.2025

To

All Ministries / Departments of the Govt. of India
All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India /UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject:- One day (**ONLINE**) Seminar on Right To Information Act, 2005 (S-RTI 19) on 02nd June 2025 – reg.

Madam/Sir,

This Institute will be conducting a **One Day Seminar on the Right To Information Act, 2005 (S-RTI 22)** on **02nd June 2025** in Online Mode.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Departments / Organisation of the Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at <https://www.istm.gov.in/lms/registration> form. It may kindly be noted that it is mandatory to fill form online. The last date for receiving online nominations will be **29th May 2025**. The original printout of the online application duly approved by the respective sponsoring authority and a letter from the sponsoring authority are to be compulsorily sent separately by post or email by **29th May 2025**.

3. Only such officers who can attend the programme on a whole time basis should be nominated. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended a similar programme conducted by ISTM or any other Institution should not be nominated for this programme

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of the nomination letter will be uploaded to the ISTM website (www.istm.gov.in).** This will also be communicated to the participants and Sponsoring Authorities through email.

Encl: Annexure- I

Yours faithfully

-Sd-

(Rizwana Bano)

Assistant Director & Course Coordinator

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Tel: 011-26737511

S-RTI-22: Course Information Sheet

The Institute	<p>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 centre in the country for strengthening the professional capabilities of trainers in the Central and State Training Institutes. It has in its faculty, several “Master Trainers” and “Recognized Users” as national resource persons in the area of training techniques.</p> <p>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 citizens to secure access to information under the control of public authorities, to promote transparency and accountability in the working of every public authority. To facilitate the 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 a 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.</p>
The Seminar	One-Day Seminar on Right To Information (S-RTI-19)
Eligibility Conditions	Section Officer & above of Ministries/Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs
Course Content	The seminar has been designed in such a way that each section of the Act is critically examined to impart a complete understanding of the law and issues relating to the implementation of the Act.
Duration	One day (09:15 hrs – 16:45 hrs).

Objectives	<p>At the end of the workshop, the participants will be able to:-</p> <ol style="list-style-type: none"> To enable the government functionaries in the effective implementation of the Right to Information Act, 2005, Describe various provisions of the Right to Information Act, 2005.
Methodology	To generate a learning environment, the Seminar 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:	30 - 35 (Thirty – Thirty Five)
Course Fee and Other Expenses:	<p>A course fee of Rs. 2,000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking /Autonomous Bodies who may be granted admission to the course. The Course fee is required to be paid through online mode as follows:</p> <p>Procedure of Bharatkosh.gov.in</p> <p>Website - Bharatkosh.gov.in Ministry - Personnel, P.G. & P Purpose - Course fee in ISTM</p> <p>Deposit amount through online mode</p> <p>If the course fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation</p>
Faculty	The Seminar will be held by the professionally competent in-house faculty of the Institute.
Nomination	<p>Nominations in the prescribed format (Annexure) duly completed and signed by the sponsoring authority should reach:</p> <p>Rizwana Bano</p> <p>Assistant Director & Course Co-ordinator</p> <p>Institute of Secretariat Training and Management</p> <p>JNU Old Campus Opp. to Bersarai Mkt</p> <p>New Delhi-110067</p>

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