



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

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By E-Mail & Registered Post

Ref No IISTD/ NEW/RTI/25-20-802

New Delhi

To
The Principal Secretary
Department of Personnel

Sub: 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.

- From 12 to 14 June, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 24 to 26 July, 2025 at Hotel Deskitsal, Leh
- From 21 to 23 August, 2025 at Shanker, Kathmandu, Nepal
- From 25 to 27 September, 2025 at Lemon Tree Hotel, Port Blair
- From 29 to 31 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- From 20 to 22 November, 2025 at Lemon Tree Hotel, Port Blair
- From 10 to 12 December, 2025 at Hotel Olive County Manali
- From 22 to 24 Jan, 2026 at Hotel Corbett The Grand, Jim Corbett
- From 19 to 21 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 12 to 14 March, 2026 at Hotel Bogmallo Beach Resort, Goa

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.



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5. The Training Programme is meant for Transparency Officer /nodal Officer/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.
 - 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. 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.
7. 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.
8. 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.
9. The training programme is meant for 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
10. 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.
 - Framework for Transparency Audit u/s 4 of the Right to Information Act by the Public Authorities
 - Preparation by Public authority for compliance with Transparency Audit of Disclosures u/s 4 of the Right to Information Act by the Public Authorities
 - Interaction/Discussion/Quiz on RTI act 2005
11. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
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Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra
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12. 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 and should be sent along with the nomination letter.
13. 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.
14. 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.
15. 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.
- 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)



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