

**MOST IMMEDIATE**  
**RTI MATTER**

**No. 9-20/2009-RTI**  
**Government of India**  
**Ministry of Communications & I. T.**  
**Department of Telecommunications**  
**(RTI Section)**  
**\*\*\*\*\***

**Sanchar Bhavan, 20, Ashoka Road,**  
**New Delhi-110001**

**Dated: 21<sup>st</sup> June, 2010**

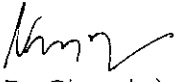
**OFFICE MEMORANDUM**

**Subject: Two days Workshop on Right to Information Act, 2005**  
**from 5<sup>th</sup> to 6<sup>th</sup> July, 2010 for Central Public Information**  
**Officers.**

**\*\*\*\*\***

The undersigned is directed to circulate herewith a copy of ISTM, (DOP&T)'s letter No. A. 33092/2/2010-ISTM(RTI) dated 05.05.2010 alongwith the enclosures on the subject mentioned above for information and further necessary action.

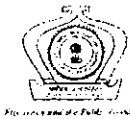
2. Interested officers may after completing necessary formalities as desired in the circular apply directly through their respective Cadre Controlling Authorities.

  
(S.M.D. Chawla)  
Under Secretary(C&A) & APIO

Encl: As above.

1. All CPIOs of Department of Telecom, Sanchar Bhavan.
2. CPIOs of of BSNL/MTNL/ITI/TCIL/TEC/C-DoT/TRAI/TD-SAT/WMO

RTI



NO: A-33092/2/2010-ISTM (RTI)  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
(DEPTT.OF PERSONNEL AND TRAINING)  
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)  
NEW DELHI 110 067.  
Tel. 26185311 Fax: 26104183

Dated: 05<sup>th</sup> May, 2010

To

1. All Central Ministries/Departments
2. Head of the Departments, All Attached/Subordinate Offices

**Sub: Two days Workshop on Right to Information Act - 2005 from 05<sup>th</sup> to 06<sup>th</sup> July, 2010  
for Central Public Information Officers**

Sir,

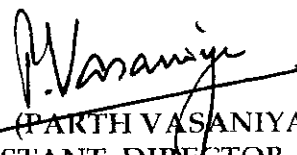
The Institute of Secretariat Training and Management will be conducting a two days "Workshop on Right to Information Act - 2005 from 05<sup>th</sup> to 06<sup>th</sup> July, 2010 for Central Public Information Officers.

2. The aim of the Workshop is to equip the participants with knowledge and skills to handle the job of CPIOs and help the Ministries/ Departments/ Organizations in implementing the provisions of the Right to Information Act 2005.

3. Details about the Workshop, eligibility criteria etc. is available at the Course Information Sheet, appended as Annexure-I. The Nomination Form for applying to this course is at Annexure-II. It is requested that nomination of eligible and interested candidates may please be forwarded to the undersigned, latest by 04 June, 2010 positively.

3. Only such candidates, whose nominations are accepted for the Workshop by Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that **nominees should be relieved only after receipt of acceptance letter from the Institute.**

Yours faithfully,

  
(PARTH VASANIYA)  
ASSISTANT DIRECTOR &  
COURSE COORDINATOR

17/06

S.O. (RTI)

Smt. M

Encl: 03 sheets

497/RTI/10  
18/6/10

**WORKSHOP INFORMATION SHEET**

<b>TITLE:</b>	<b>Workshop on Right to Information Act, 2005</b>
<b>COURSE CODE:</b>	<b>RTI - PIO</b>
<b>DURATION:</b>	Two days (from 05 <sup>th</sup> - 06 <sup>th</sup> JULY, 2010)
<b>ELIGIBILITY:</b>	Central Public Information Officers designated by the Ministries / Departments / Organizations under the Right to Information Act.
<b>OBJECTIVE OF THE COURSE:</b>	<ul style="list-style-type: none"> <li>• Describe the purpose and concept of Right to Information</li> <li>• Explain the salient features of Act and possible implications</li> <li>• Describe the process of seeking and providing information</li> <li>• List exemptions prescribed</li> <li>• Explain procedure of appeals and penalties imposed by Information Commission</li> <li>• Describe Responsibilities of Public Authorities</li> <li>• Explain strategy for operationalizing Right to Information</li> </ul>
<b>TRAINING METHODOLOGY</b>	<ul style="list-style-type: none"> <li>• Phase - I : Distance Learning (<i>will be sent before commencement of the workshop along with acceptance letter.</i>)</li> <li>• Phase - II : Workshop</li> <li>• Phase - III : Implementation of Action Plan (<i>After the workshop</i>)</li> </ul>
<b>COURSE FEE:</b>	There is no course fee for officers working in Central Govt. including Attached and subordinate offices.
<b>HOSTEL FACILITIES:</b>	ISTM has a modest hostel facility where both AC and Non-AC rooms are available on "first-come-first served basis. The charges for AC rooms are different than that of the Non AC rooms. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Tele Fax No. 011-26172571
<b>LAST DATE FOR RECEIVING NOMINATION FORM</b>	<b>04<sup>th</sup> JUNE, 2010</b>
<b>TO WHOM THE NOMINATION FORM IS TO BE SENT</b>	Sh. Parth Vasaniya, Assistant Director, ISTM. Administrative Block, JNU(Old) Campus, New Mehrauli Road, New Delhi -110067. <b>Tel. No. 26185311      Tele Fax: 26104183</b> <b>E-mail : pv.istm@yahoo.co.uk</b>

NOMINATION FORM  
WORKSHOP ON RIGHT TO INFORMATION FOR CPIOs  
FROM 05<sup>th</sup> - 06<sup>th</sup> JULY, 2010 AT ISTM

NOMINEE'S INFORMATION

1.	NAME		
2.	DESIGNATION		
3.	PLEASE SPECIFY WHETHER DESIGNATED AS CPIO OR NOT		
4.	NAME OF THE MINISTRY/ DEPARTMENT/ OFFICE		
5.	SCALE OF PAY / GD PAY		
6.	DATE OF BIRTH		
7.	SEX		
8.	CATEGORY SC/ST/OBC/GENERAL		
10.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	<u>SECTION / UNIT</u>	
		ROOM NO./ FLOOR	
		BUILDING NAME	
		ROAD NAME	
		CITY/PINCODE	
		TELEPHONE/FAX	
		E-MAIL	
11.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED

## NOMINATION FORM

WORKSHOP ON RIGHT TO INFORMATION FOR CPIOs  
FROM 05<sup>th</sup> - 06<sup>th</sup> JULY, 2010 AT ISTM

SPONSORING AUTHORITY'S CONFIRMATION

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE'S NAME	
6.	NOMINEE'S DESIGNATION AND ALSO WHETHER CPIO OR NOT	
7.	HOW DOES THE NOMINEE'S APPLICATION RELATE TO THE IMPLEMENTATION OF RIGHT TO INFORMATION ACT	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme

Signature & Seal of Sponsoring Authority

DATE: