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**One Day ONLINE Workshop on "Proactive Disclosure of information under RTI-Act & Third Party Audit to be conducted on 10th June, 2024(PDI-RTI-01).**

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**From :** ISTM <noreply-istm@nic.in>

Wed, Apr 03, 2024 01:02 PM

**Subject :** One Day ONLINE Workshop on "Proactive Disclosure of information under RTI-Act & Third Party Audit to be conducted on 10th June, 2024(PDI-RTI-01).**To :** Estt-hqrs@dcmsme.gov.in**Reply To :** ISTM <deepakkumar.bist@gov.in>

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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING &amp; MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL &amp; TRAINING

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

Date:- 03- 04-2024

To

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

Subject: - One Day **ONLINE** Workshop on "Proactive Disclosure of information under RTI-Act & Third Party Audit to be conducted on 10<sup>th</sup> June, 2024(PDI-RTI-01).

Madam/Sir,

This Institute will be conducting a One-day Online workshop on 'Proactive Disclosure of information under RTI-Act & Third Party Audit' for Officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act, 2005 on 10<sup>th</sup> June, 2024. The mode of Training will be **THROUGH ONLINE MODE**.

2. Details of the training programme, eligibility requirements and facilities available are given at Annexure-I. The participants need to send their nominations compulsorily through online in ISTM website ([www.istm.gov.in](http://www.istm.gov.in)) and thereafter take print out of the same and send it duly countersigned by the sponsoring authority latest by 10<sup>th</sup> May,2024. The link to the online form is [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form) .

3. Only such officers should be nominated who can attend the programme on whole time basis. 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 similar programme conducted by ISTM or any other Institution should not be nominated for this programme.

4. Only such candidates, whose nominations are accepted for the training programme by Institute of Secretariat Training & Management, would be allowed to join the programme. It is, therefore, reiterated that nominees should be relieved by the sponsoring authority only after seeing the list of accepted nominations on ISTM's website and / or receiving the e-mail and SMS alerts.

5. Since the training programme will be held through **ONLINE MODE**, participants will be attending the course from their respective office/home, thus there is no need to visit this institute to attend the training programme. The participants should have access to a Laptop/Desktop with good internet connectivity to pursue the programme. The list of accepted nominations will be uploaded prior to starting of the course and no separate communication by post would be issued. Hence, the e-mail ID and Mobile numbers of both the nominee and the sponsoring authority are compulsory.

Encl: Annexure- I

Yours faithfully  
Sd/-

**(Deepak Kumar Bist)**  
**Joint Director & Course Director**  
**E mail:- [deepakkumar.bist@gov.in](mailto:deepakkumar.bist@gov.in)**  
**Tel: 011-26737604**  
**Mob: 9868261615**

**Annexure –I**

<b>The Institute</b>	<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 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 “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 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.</p>
<b>The Need</b>	<p>There is a need to have a complete &amp; comprehensive understanding about provisions relating to Proactive Disclosure. In addition to that there is a need to know how effectively RTI 3<sup>rd</sup> Party audit- Proforma can be filled by Public Authority to facilitate the process.</p>
<b>The Workshop</b>	<p>The Workshop on ‘Right to Information Act’ under RTI will cater, comprehensively, to the functional needs of the senior officers designated by public authorities to effectively disclose information &amp; fill requisite information for 3<sup>rd</sup> Party Audit.</p>
<b>Level of Participants</b>	<p>Group ‘A’ &amp; ‘B’ officers dealing with RTI work</p>
<b>Duration</b>	<p>One day (09:15 hrs – 16:45 hrs).</p>
<b>Objectives</b>	<p>By the end of this workshop, the participants will be able to:</p> <ol style="list-style-type: none"> <li>I. List out RTI Provisions relating to proactive Disclosure</li> <li>II. Explain Procedure of filling 3<sup>rd</sup> Party Audit Proforma at public authority.</li> </ol>
<b>Methodology</b>	<p>With a view to generating a learning environment the Workshop would be conducted through highly participative training methods</p>

<b>(ONLINE)</b>	including experience sharing, problem solving and presentations.
<b>Language</b>	The proceedings of the workshop will be in mixed language of Hindi and English.
<b>Capacity:</b>	50 (Fifty)
<b>Hostel Accommodation :</b>	Since the course will be held through <b>online mode</b> and participants will be attending the course from their respective offices/home, <b>no hostel accommodation</b> will be provided.
<b>Course Fee and Other Expenses:</b>	<p>A course fee <b>of Rs. 2,000/-</b> per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. The Course fee is required to be paid through online mode as follows:</p> <p><b>Procedure of Bharatkosh.gov.in</b></p> <p><b>Website - Bharatkosh.gov.in</b>  <b>Ministry - Personnel, P.G. &amp; P</b>  <b>Purpose - Course fee in ISTM</b></p> <p><b>Deposit amount through online mode</b></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>
<b>Faculty</b>	The Workshop will be implemented by the professionally competent in-house faculty of the Institute.
<b>Nomination</b>	<p>Nominations in the prescribed format (Annexure) duly completed and signed by the sponsoring authority should reach:</p> <p>Deepak Kumar Bist</p> <p>Joint Director &amp; Course Director</p> <p>Institute of Secretariat Training and Management</p>

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