

No.11/14/2008-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110001
Dated: 1.5.2014

Office Memorandum

Subject: Residential training programme on RTI Act, 2005 by Institute of Public Administration(IPA), Bengaluru

The undersigned is direct to enclose a copy of letter No.IPA/297/RTI-XXXV/2014-15 dated 24.3.2014 on the above subject.

2. All the Ministries/Departments are requested to take action to nominate their CAPIOs/CPIOs/First Appellate Authorities and Nodal Officers, wherever felt necessary, to utilise the training programme conducted by this Institute.

Sarita Nair

(Sarita Nair)

Under Secretary to the Govt of India

Tel:23040401

1. All Ministries/Departments of Govt of India
2. Railway Board
3. Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission
4. National Commission of Scheduled Castes/National Commission of Scheduled Tribes
5. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
7. NIC with the request to upload on the website of DOPT and rti.gov.in

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन
INSTITUTE OF PUBLIC ADMINISTRATION

38/4, Coles Road Cross, Frazer Town, Bengaluru - 560 005.
Tel : 080-2548 1331 Fax : 080-2547 7444
E-mail : ipabl@yahoo.co.in

Ref: IPA/297/RTI-XXXV/2014-15

March 24, 2014

To,
Secretary to the Govt. of India
Ministry of Personnel, Public Grievances & Pensions
Dept. of Personnel & Training
North Block, New Delhi – 110 001

Sub:- Residential Training Programme for CPIOs / CAPIOs / SPIOs / SAPIOs / Nodal Officers on The Right to Information Act, 2005 from June 02 to 04, 2014 at Hotel Vivanta by Taj – Surajkund, NCR, Shooting Range Road, Surajkund, Faridabad – 121 009

Sir,

- Ref. (I) Your Letter No. 11/14/2008-IR dated 28.04.2008
(II) Your Letter No. 11/14/2008-IR dated 17.07.2008
(III) Your Letter No. 11/14/2008-IR dated 02.02.2009
(IV) Your Letter No. 11/14/2008-IR dated 25.03.2009
(V) Your Letter No. 11/14/2008-IR dated 14.07.2009
(VI) Your Letter No. 11/14/2008-IR dated 14.09.2009
(VII) Your Letter No. 11/14/2008-IR dated 01.02.2010

Your kind attention is invited to your office letter No. 11/14/2008-IR dated 11.03.2010 and our letter No. IPA/TRG/GEN/2013-14 dated 14.11.2013 regarding training of CAPIOs / CPIOs / First Appellate Authorities on the Right to Information Act, 2005

We propose to conduct a programme for the CPIOs / CAPIOs / SPIOs / SAPIOs / Nodal Officers on The Right to Information Act, 2005 from June 02 to 04, 2014 at Hotel Vivanta by Taj – Surajkund, NCR, Shooting Range Road, Surajkund, Faridabad – 121 009. A copy of the programme schedule is annexed at Annexure - I

You are, therefore requested to kindly arrange to issue instructions to the Central Public Authorities to take advantage from this Residential Training by nominating their CAPIOs / CPIOs / First Appellate Authorities and Nodal officers, as in the past.

Thanking you,

Yours faithfully,

(S C Kochar)

Director

Cell No. 09845333383

959718/14/CR
IR
RECEIVED
26 MAR 2014
INSTITUTIONAL

Encl: As stated above

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन
INSTITUTE OF PUBLIC ADMINISTRATION

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E-mail : ipablr@yahoo.co.in

Important & Urgent
RTI Matter

Ref: IPA/297/RTI-XXXV/2014-15

March 24, 2014

The Chief Executives,
All Central Public Authorities; and
All State Public Authorities

Sub: 35th - Residential Training Programme for CPIOs / CAPIOs / SPIOs / SAPIOs / Nodal Officers on The Right to Information Act, 2005 from June 02 to 04, 2014 at Hotel Vivanta by Taj - Surajkund, NCR, Shooting Range Road, Surajkund, Faridabad - 121 009

Madam / Sir,

Your kind attention is invited to Extraordinary Notification, Part - II, Section I of the Gazette of India dated, the June 21, 2005, wherein **The Right to Information Act, 2005**, was published for general information. The provisions of sub-clause (v) of clause (a) of sub-section (8) of Section 19 of the said Act empowers the Central Information Commission or State Information Commission, as the case may be, to require the public authority to take any such steps, as may be necessary, to secure compliance with the provisions of the Act, including by enhancing the provision of training on The Right to Information for its officials; and, the provision of clause (d) of sub-section (1) of section 26 of the said Act provides for the training of Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities.

02. Your attention is also invited to the revised Fee and Appeal Rules, notified on 31st July, 2012. This new set of Rules is governing fee, cost and appeal areas, superceding all previous Rules, made and issued in this regard.

03. This Institute has, so far, conducted 23 programmes and 11 All India Conventions on this subject, which were inaugurated by the State Chief Information Commissioners of Karnataka and Maharashtra and the Chief Information Commissioner, Central Information Commission, Govt. of India, New Delhi. The plenary sessions were conducted by the State Information Commissioner, Karnataka, Professor of Public Law, National Law School of India University, Director / Under Secretary, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), Government of India, expert from well-reputed Bengaluru-based NGO and other eminent experts. More than 2700 participants from different public authorities have been benefited by the deliberations and presentations made during the programmes organized by this Institute.

04. In view of the overwhelming response to the earlier programmes and on popular demand from all quarters, the Institute now proposes to hold its **35th Residential Training Programme on The Right to Information Act, 2005 from June 02 to 04, 2014 at Hotel Vivanta by Taj - Surajkund, NCR, Shooting Range Road, Surajkund, Faridabad - 121 009** (Tel. No.: 0129 4190000) The schedule of programme is enclosed (Annexure - I).

05. All the participants participating in the programme will be provided a copy of the RTI Act, 2005, the Rules, 2012 made thereunder and important Govt. orders, selected and guiding case Laws and extraordinary orders and case Laws. Also, hard and soft copies of the standard draft letters to be used while disposing of the requests received under the Act, will be provided.

06. The participants are required to pay a **non - refundable participation fee** of Rs. 32,023/- (participation fee = Rs. 28,500/- + Service Tax @ 12.36% = Rs. 3,523/-) per participant. The participation fee covers the cost of lodging and boarding, breakfast, lunch, dinner and study materials. If participant is willing to share a room with co - participant, the fee will be Rs. 26,966/- per participant (Rs. 24,000/- + Service Tax @ 12.36% = Rs. 2,966/-). The lodging & boarding will be available from June 01, 2014 (afternoon) to June 05, 2014 (morning) under this arrangement. If lodging and boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs. 5,000/- per day. The participants who desire to have an independent room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 10,000/- at the time of checking in at the hotel towards the lodging and boarding of the spouse. However, non - resident participant will be required to pay only Rs. 15,169/- (participation fee = Rs. 13,500/- + Service Tax @ 12.36% = Rs. 1,669/-). The crossed D.D towards this **non - refundable fee** should be drawn in favour of "**Institute of Public Administration**", payable at **Bengaluru** and should be sent along with the nomination letter.

07. All the Central and State public authorities are therefore, requested to nominate their Assistant Public Information Officers (APIOs), Public Information Officers (PIOs) and other concerned officials for this programme at the earliest.

Yours faithfully,



(Subhash C Kochar)

Director

Cell No.: 098453 33383

Encl: Annexure - I

INSTITUTE OF PUBLIC ADMINISTRATION

35th - Residential Training Programme for CPIOs / CAPIOs / SPIOs / SAPIOs / Nodal Officers on The Right to Information Act, 2005 from June 02 to 04, 2014 at Hotel Vivanta by Taj - Surajkund, NCR, Shooting Range Road, Surajkund, Faridabad - 121 009

Date	Time (Hrs.)	Session
June 02, 2014 (Monday)	09.30 - 10.00	Registration
	10.00 - 10.10	Welcome and Introduction
	10.10 - 11.15	Historical Background of the Act
	11.15 - 11.30	Tea Break
	11.30 - 13.00	The information seeker
	13.00 - 14.00	Lunch
	14.00 - 15.30	The information provider
	15.30 - 15.45	Tea Break
	15.45 - 17.00	Pro active disclosures & the Records Retention Schedule
June 03, 2014 (Tuesday)	10.00 - 11.30	Disposal of applications and appeals
	11.30 - 11.45	Tea Break
	11.45 - 13.00	Vexatious / Frivolous / Frequent information seekers / Important Case Laws
	13.00 - 14.00	Lunch
	14.00 - 15.30	Negative list: Exemptions from disclosure of information
	15.30 - 15.45	Tea Break
	15.45 - 17.00	Third Party information and Personal information
June 04, 2014 (Wednesday)	10.00 - 11.30	Powers and functions of the Information Commissions
	11.30 - 11.45	Tea Break
	11.45 - 13.00	The latest Fees & Cost Rules and Appeal Procedure Rules, 2012
	13.00 - 14.00	Lunch
	14.30 - 15.00	How to file periodical returns
	15.00 - 15.15	Tea Break
	15.15 - 16.00	Action Plan