



NATIONAL INSTITUTE FOR PROFESSIONAL TRAINING AND DEVELOPMENT

**Executive Development Program
on
Right to Information Act 2005 for CPIO and Appellate
Authority, Strategies for Implementation, Case Studies/
Superior Court Judgements and Improvement of Record
Management System & Transparency Audit with respect of
compliance under Section 4 of RTI Act, 2005**

Ref No:- EDP/RTI/666-25

By Email

To,

The Appellate Authority

- From 27th -29th March, 2025 at Hotel Grand Corbett, Jim Corbett
- From 24th -26th April, 2025 at Hotel Lemon Tree, Port Blair, A& N Island
- From 22nd -26th May, 2025 at Hotel The Druk Ladakh, Leh, Ladakh and Nubra
- From 19th -21st June, 2025 at Hotel Bogmallo Beach Resort, Goa
- From 17th -19th July, 2025 at Hotel Asian Park, Srinagar, Kashmir
- From 28th -30th, August 2025 at Hotel La Nicholas - Lake View (by Summit Hotels), Shillong
- From 15th -17th September, 2025 at Hotel Lemon Tree, Port Blair, A& N Island
- From 06th – 08th October, 2025 at Hotel Bogmallo Beach Resort, Goa

1. ABOUT NIPTD

National Institute for Professional Training and Development (NIPTD) is your one stop solution to train, develop and enhance the quality of the most important pillar of every organization-its human resources.

1. Rule 149 of GFR states that procurement of common use goods and services by Ministries or Departments will be mandatory for Goods or Services available on GeM. Further amendment dated 02.04.2019 of GFR Rule 150 provides that for goods and services not available on GeM, Head of Ministry/ Department may also register suppliers of Goods and Services. The present expertise available in NIPTD has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NIPTD extends services from its headquarter at New Delhi. NIPTD has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

1. 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. LEARNING OBJECTIVES

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.

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.

The Training Programme is meant for PIO/APIO/CPIO/Nodal Officer/Appellate Authority of all respondent Public Authority. Helping participants in having a clear understanding of the various provisions of RTI act 2005.

- a) Providing unambiguous insight of the roles and responsibilities of CPIO & FAAs/ Nodal Officers.
- b) Analyzing the cases/decisions taken by the FAAs and the improvements needed thereon.
- c) 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.

4. BROAD PROGRAMME COVERAGE

- RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
- Role & Responsibilities of CPIO/Alternate CPIO/ Nodal Officer
- RTI Portal
- 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
- Interaction/Discussion/Quiz on RTI act 2005

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

7. FACULTY

The faculty for the training programme will comprise of senior NIPTD Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Course Code	Topics	Date	Venue	Course Fee (Rs) per Participant + 18%GST		
		Duration 3 & 5 Days		Non-Residential (Per Participant)	Residential	
					Twin Sharing (Per Participant)	Single Sharing (Per Participant)
NIPTD 013	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	27 th -29 th March, 2025	Hotel Grand Corbett, Jim Corbett	28,999/-	48,998/-	59,999/-
NIPTD 017	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	24 th -26 th April, 2025	Hotel Lemon Tree, Port Blair, A& N Island	28,999/-	48,998/-	59,999/-
NIPTD 022	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	22 nd -26 th May, 2025	Hotel The Druk Ladakh, Leh, Ladakh and Nubra	Rs. 90,000/- + 18% GST (Non- Residential Only) (Per participant for five days Training in Leh Ladakh & Nubra)		

NIPTD 028	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	19 th -21 st June, 2025	Hotel Bogmallo Beach Resort, Goa	28,999/-	48,998/-	59,999/-
NIPTD 033	Right to Information Act 2005 for CPIO and Appellate Authority, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System & Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005	17 th -19 th July, 2025	Hotel Asian Park, Srinagar, Kashmir	28,999/-	48,998/-	59,999/-

Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter

The Details of the Program: -

We will have to make the participants acclimatize for one day due to the oxygen levels in Leh Ladakh so that their health does not get impacted.

On May 21st :- Acclimatization at Leh

On May 22nd :- First Day of Training

On May 23rd :- Second Day of Training

On May 24th :- Third Day of Training

On May 25th :- Departure from Leh to Nubra (FN) & Training in Second Half

On May 26th :- First half Training at Nubra and Arrival in Second half

General Instructions

- Please book the tickets after receiving confirmation from our end.
- In case of non-availability of rooms at a mentioned hotel as on date of nomination, arrangements for stay shall be made in another property
- 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 lastdate for Nominations.
- Please note that NIPTD would not provide accommodation before or after the above dates and participants 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.

These programs will help the officers of Central/ State Government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector to identify the areas of weakness in the systems and thus boost the economy and employment at the Centre / State.

All Ministries/ Departments are requested to nominate officers/ staff who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. Ministries/ Departments may also direct their attached/subordinate offices autonomous/statutory bodies to nominate their officials for the said training.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

For any details please contact

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For National Institute for Professional Training and Development



Director (Training & Admin)

