

No.42/07/2022-5Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 4th October, 2022.

To

All the Administrative Secretaries of Haryana State.

Subject: - 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter no. **IISTD/R/22-47-2853** dated 28.09.2022 received through email from India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action accordingly keeping in mind Govt. instructions issued vide letter no. 4/38/2010-2 Trg. dated 14.10.2016 (copy attached).

Yours faithfully,



Superintendent , Training
for Chief Secretary to Govt., Haryana₂

Endst. No. 42/07/2022-5Trg.

Dated Chandigarh, the 4th October, 2022.

A copy is forwarded to Sh. Somveer Singh Director (Training), India Institute of Secretariat Training & Development, L-29/26, Jai Prakash Nagar, G-8, Delhi -110053, w.r.t his letter no. **IISTD/R/22-47-2853 dated 28.09.2022** for information.



Superintendent, Training
for Chief Secretary to Govt., Haryana₂

कमांक 4 / 38 / 2010-2प्रशिक्षण

हरियाणा सरकार

मुख्य सचिव कार्यालय

प्रशिक्षण शाखा

दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

सेवा में,

- 1 हरियाणा के अतिरिक्त मुख्य सचिव एवं वित्तायुक्त / सभी अतिरिक्त मुख्य सचिव / सभी प्रधान सचिव, हरियाणा सरकार।
- 2 सभी विभागाध्यक्ष, हरियाणा सरकार।
- 3 सभी मण्डल आयुक्त, हरियाणा सरकार।
- 4 सभी उपायुक्त / अतिरिक्त / उपमण्डल अधिकारी (नागरिक)।

विषय:- अधिकारियों को प्रशिक्षण कार्यक्रम / विचारगोष्ठियों तथा कार्यशालाओं (भारत वर्ष के भीतर) हेतु खर्च की सीमा बढ़ाने बारे।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान सरकार के पत्र कमांक 4 / 38 / 2010-2प्रशिक्षण दिनांक 22 नवम्बर, 2011 की ओर दिलाऊँ तथा सूचित करूँ कि काफी समय से अधिकारियों को प्रशिक्षण कार्यक्रम / विचारगोष्ठियों तथा कार्यशालाओं में भाग लेने के लिये भेजने हेतु निर्धारित खर्च की सीमा को बढ़ाने बारे मामला सरकार के विचारधीन था। विचारोपरान्त अब हरियाणा सरकार ने राज्य के प्रशासनिक अधिकारियों / अन्य अधिकारियों के मामले में प्रशिक्षण का कुल खर्च (अनिवार्य प्रशिक्षण के अतिरिक्त) की सीमा को निम्नानुसार बढ़ाने बारे निर्णय लिया है:-

Sr. No.	Category	Ceiling (in Rs.)
1.	All India Service Officers IAS/IPS and other officers posted as HOD or above level (अनिवार्य प्रशिक्षण के अतिरिक्त)	40,000/-
2.	HCS, HPS (अनिवार्य प्रशिक्षण के अतिरिक्त)	30,000/-
3.	All others officers	20,000/-

तदनुसार अनुरोध है कि भविष्य में अधिकारियों के आवेदन-पत्र अग्रेषित करते समय खर्च की उक्त सीमा को दृष्टिगत रखा जाये।

यह हिदायतें सभी प्रशिक्षण कार्यक्रमों इत्यादि के लिये सभी विभागों के अधिकारियों द्वारा भाग लेने पर लागू होंगी तथा प्रशिक्षण पर खर्च की सीमा बढ़ाने बारे यह हिदायतें अतिरिक्त मुख्य सचिव, हरियाणा सरकार, वित्त विभाग की उनके अशा: कमांक 5/0(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 द्वारा प्रदान की गई सहमति उपरान्त जारी की गई हैं।

Dharm

अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार

प्र० कमांक, 4 / 38 / 2010-2प्रशिक्षण

दिनांक, चण्डीगढ़ 14 अक्टूबर, 2016

इसकी एक-एक प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्तलिखित को भेजी जाती है:-

- 1 अतिरिक्त मुख्य सचिव, हरियाणा सरकार वित्त विभाग को उनके अशा: कमांक 5/6(11)/1985-4एफ.आर./29560 दिनांक 4.10.2016 के संदर्भ में।
- 2 अवर सचिव, सामान्य (लेखा शाखा)।

Dharm

अवर सचिव, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार



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/R/22-47-2853

New Delhi

To

Sh. Sanjeev Kaushal, IAS

CHIEF SECRETARY

4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh.

Subject: 3 Days Training Program on Right to Information Act for CPIO and Appellate Authorities

- on 13 to 15 October, 2022 at Hotel Sangto Villa Resort, Leh Ladakh
- on 9 to 11 November at Hotel Ramada, Darjeeling
- on 17 to 19 November, 2022 at Golden Tulip, Manali
- on 7 to 9 December, 2022 at Hotel Shanker, Kathmandu, Nepal
- on 19 to 21 December, 2022 at Hotel Sea Shell, Port Blair, Andaman and Nicobar Islands.

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), (Established by Govt. of National Capital Territory of Delhi & Ministry of MSME), serves as the autonomous body registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. The Institute provides the impetus and the Organizational Infrastructure to raise Quality level across the Industry. This helps to secure wider appreciation of the Interest of the Construction Business by the Govt.
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.
5. The Training Programme is meant for 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.



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- 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. 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
- Interaction/Discussion/Quiz on RTI act 2005

7. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

8. 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.

9. The participants will be issued course material during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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.

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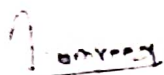
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- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked

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



Somveer Singh
Director (Training)

