



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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To
The Director / Registrar
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Online Interactive Live Training Program On
"Right to Information & Related Office Procedures"
Date: 12th & 13th November 2025**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned online training program.

INTRODUCTION:-

The object of the workshop is to appraise the CPIOs, Appellate Authorities, Nodal Officers, Law Officers and their facilitating officers about the features of RTI Act, latest judgments of the superior courts and decisions of the CIC on the subject. The program has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. Departments, PSUs, Boards and Corporations should train their concerned officers on RTI for effective implementation. Needless to add that inapt handling of the RTI requests severely hampers the efficiency of the organization.

WHO SHOULD ATTEND :-

Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and Senior & Middle level Officers, Managers from Central & State Govt. Department, Ministries, Boards, Corporations, Cooperative, PSU, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private sectors.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive and live basis online. Individual questions/doubts and their clarifications would be encouraged.

DATE & TIMING:-

12.11.2025: Wednesday (10AM to 01:00PM)

13.11.2025: Thursday (10AM to 01:00PM)

COURSE OUTLINE:-

- Salient feature of the Act
- Information, Records and Right to Information
- Responsibilities of Public Authorities
- Process of seeking Information
- Fees, Time limits, Exemptions & Appeals
- Powers and functions of Information commission
- Implications of Right to Information act
- Discernible shifts and Critical linkages
- Role of PIOs, APIOs and Deemed PIO
- Record Management in context of RTI
- Record retention schedules, Records room and its maintenance
- Computerisation of records and Indexation and recording

FEE:-

INR 5000 + 18% GST = INR 5900/- Per participant online training program. Fees includes training material (soft copy), participant's certificate etc.

FEE WAIVER:- For 4 nominations the fee for 5th nomination will be waived.

LAST DATE: - Last Date of Accepting nominations is 07.11.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

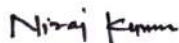
NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K12N**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

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

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

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