



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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To
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

Workshop On
"Right to Information and Related Office Procedures"
Date: 27th & 28th November 2025, Kochi

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 Workshop / training program.

OBJECTIVE:-

To prepare CPIO/APIOs to help Public Authorities to implement the RTI Act, 2005. At the end of the Workshop, participants will be able to:

1. Describe the purpose and concept of RTI
2. Explain the salient features of Act and possible implications
3. Describe the process of seeking and providing information
4. List exemptions prescribed
5. Explain procedure of appeals and penalties imposable by Information Commission.
6. Powers and Functions of Information Commission
7. Describe Responsibilities of Public Authorities
8. Explain strategy for operationalizing RTI

WHO SHOULD ATTEND :-

Nodal Officers, 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 basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **10:00AM on 27.11.2025** and will conclude at **05:00PM on 28.11.2025**

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:-

Residential on Single Occupancy: Rs. 40000 + 18% GST total Rs. 47200/- Per Participant

Residential on twin sharing basis Rs. 30000 + 18% GST = Total Rs. 35400/- Per Participant

Non-Residential: Rs. 20000 + 18% GST = Total Rs. 23600/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse Or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material..

RESIDENTIAL CANDIDATE:- Check in 26th Nov. 2025 (afternoon) & Checkout 29th Nov. 2025 (11:00AM)

Non- Residential participants will have to be report at 09:45 A.M. on 27.11.2025.

PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi.

LAST DATE:- Last Date of Accepting nominations is **19.11.2025**. 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. 6231020000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

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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