

I/81139/2022

Government of India  
Central Water Commission  
Estt-IX

3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066  
Dated: 3 January, 2022

**CIRCULAR**

Subject: Training Course on “ Records Management for Right to Information-12” through online mode from 12.1.2022-14.1.2022 at ISTM, New Delhi. Extension of date for submission of applications - reg.

Please find attached herewith ISTM's letter no. Y-21011/08/2021-ISTM(RKK) dated 29.12.2021 on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Eligibility	Last date of receipt of Nominations in Estt-IX
Records Management for Right to Information-12	ISTM	12.1.2022-14.1.2022	Section Officers/ Record Officers/ Assistant Section Officers or equivalent	4.1.2022

2. Interested eligible officers may send their nominations, to this section, not later than 4.1.2022.

Encl: As above

Signed by R.mahalakshmi  
Date: 03-01-2022 10:23:46  
Reason: Approved  
(**R. Mahalakshmi**)  
Section Officer  
Tel-011-29583314

188492/2021/ESTT-IX

Email

Saroj Sharma Sharma

**Training Course on "Records Management for Right to Information - 12" through online mode from 12 to 14 January, 2022 at ISTM, New Delhi. Extension of date for submission of applications.**

**From :** ISTM <noreply-istm@nic.in>

Fri, Dec 31, 2021 11:51 AM

**Subject :** Training Course on "Records Management for Right to Information - 12" through online mode from 12 to 14 January, 2022 at ISTM, New Delhi. Extension of date for submission of applications.**To :** estt9@nic.in**Reply To :** ISTM <rajeev.kundi@nic.in>

फा.सं / FILE No. : Y-21011/08/2021-ISTM(RKK)

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING &amp; MANAGEMENT

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL &amp; TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26161375; टेलीफैक्स / FAX - 011-26104183

Dated: 29<sup>th</sup> December, 2021

To

1. All Ministries/Departments of the Govt. of India
2. All Attached Offices & Subordinate Offices of the Govt. of India
3. The Comptroller and Auditor General of India, New Delhi
4. All State Governments / All Union Territories
5. The Central Vigilance Commission / Election Commission of India / UPSC
6. All Public Sector Undertakings / All Autonomous Bodies

**Subject:** Training Course on "Records Management for Right to Information - 12" through online mode from 12 to 14 January, 2022 at ISTM, New Delhi. **Extension of date for submission of applications.**

Madam/Sir,

188492/2021/ESTT-IX

Institute of Secretariat Training and Management will be conducting a three-day Training Course on 'Records Management for Right to Information' to be held from 12 to 14 January, 2022.

2. Details of the Course, eligibility requirements and facilities available are given at Annexure-I. It is mandatory to fill nominations online through the website of ISTM ([http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form)). Print out of the duly filled in online-nomination form(s) of the eligible persons duly countersigned by the sponsoring authority may please be forwarded to the undersigned through speed post/ email latest by **07<sup>th</sup> January, 2022**.

3. The list of selected candidates will be uploaded on the website of ISTM before start of the programme. The sponsoring authorities and candidates will also be intimated by e-mail on the mail ids submitted by them in the online form. All sponsoring authorities are requested to ensure that candidates selected for the course are relieved to attend the course only on receipt of clear communication to that effect from ISTM.

4. **Only such officials should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/Laptop facility.** A Course fee of Rs.3,000/- per participant is payable in respect of nominees from Autonomous Institutes/Public Sector Undertakings. Bank draft/ Cheque to be drawn in favour of **"PAO (DP & AR)", New Delhi**.

Yours faithfully,

Sd/-

(Rajeev Kumar Kundi)

Consultant (Faculty) & Course Director

Email:- rajeev. kundi@nic.in

Annexure-I

Course Information Sheet

Code : RM- RTI -12

**188492/2021/ESTT-IX**

Title : Records Management for Right to Information

Duration : 3 days

### **AIM OF THE COURSE:**

The present training course on Records Management for Right to Information is an initiative to meet the challenge of records management under the Right to Information Act, 2005. The Act enjoins upon the public authorities to strengthen their records management systems and use of the latest technology for this purpose in a cost effective manner. The Course has been designed to provide a practical framework, in which participants are encouraged to reflect upon the current record management practices and the possible ways for realigning them to meet the requirements of the Act. They are also encouraged to define their role and the roles of their organisations in the realignment process for providing timely information to the people.

### **METHODOLOGY**

The programme will be organized on highly participative basis. The training methods will, therefore, include lecture, group discussion, practical exercises, etc.,

### **ELIGIBILITY CONDITIONS**

This course is intended for Section Officers/ Record Officers/Assistant Section Officers or equivalent working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India, State Governments / Union Territories, Central Vigilance Commission / Election Commission of India / UPSC, Public Sector Undertakings and Autonomous Bodies.

### **COURSE CAPACITY**

The maximum number of participants that can be admitted to the Course is 25.

### **NOMINATIONS FOR THE COURSE**

Print out of the online nomination forms duly signed by the Sponsoring Authority should reach the course coordinator at the following address.

Shri Rajeev Kumar Kundi

**188492/2021/ESTT-IX**

Joint Director

Institute of Secretariat Training & Management

Room No. 109, Administrative Block, JNU Campus (Old),

Olof Palme Marg, New Delhi -110067

**Extended Last date for receipt of nomination form is 07<sup>th</sup> January, 2022.**

### **IMPORTANT INSTRUCTION**

The list of candidates whose nominations are accepted by ISTM will be posted on the ISTM website. The sponsoring authority and the candidates will be intimated by e-mail on the mail id provided by them while filling up the online nomination forms. They may be relieved only after confirmation of selection.

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