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**Fwd: One-Day Workshop on "Proactive Disclosure of information under RTI-Act & Third Party Audit (PDI-RTI-06) to be conducted in ISTM on 15.09.2025.**

**Shri Dharmendra** <csdelhi@nic.in>

Thu, 03 Jul 2025 2:50:11 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>



**From:** "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

**To:** jsns@ddpmod.gov.in

**Sent:** Thursday, July 3, 2025 2:43:52 PM

**Subject:** One-Day Workshop on "Proactive Disclosure of information under RTI-Act & Third Party Audit (PDI-RTI-06) to be conducted in ISTM on 15.09.2025.

**Y-21011/13/2025-ISTM**

**दिनांक / Date: 03.07.2025**

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India /UPSC

All Public Sector Undertakings / All Autonomous Bodies

**Subject:- One-Day Workshop on "Proactive Disclosure of information under RTI-Act & Third Party Audit (PDI-RTI-06) to be conducted in ISTM on 15.09.2025.**

Madam/Sir,

Sanjay Dethand  
03/7/25 15

I am directed to say that a one-day workshop on "Proactive Disclosure of Information under RTI- Act & Third Party Audit (PDI-RTI-06) in Offline Mode will be

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124/1 conducting in ISTM on **15.09.2025**. Details of the objectives of programme, its content, edibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at Annexure.

2. Nomination form for the course may be filled online at ISTM website [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may please be noted that is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned **latest by 14<sup>th</sup> August, 2025**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website ([www.istm.gov.in](http://www.istm.gov.in)). This will also be communicated to the participants and Sponsoring Authorities through email.**

Encl: Annexure

Yours faithfully

-Sd-

(Priyanka Dhulll)

Deputy Director & Course Coordinator

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Tel: 011-26737503

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## ANNEXURE

### COURSE INFORMATION SHEET

**CODE** : PDI-RTI-06

**TITLE** : Proactive Disclosure of Information under RTI- Act & Third Party Audit (OFFLINE MODE)

**DURATION** : 15 September 2025

**TIME** : 9:00 AM to 5:30 PM

**COURSE CAPACITY** : 30-35

**OBJECTIES** : By the end of this workshop, the participants will be able to

- (i) List out RTI Provisions relating to proactive Disclosure
- (ii) Explain Procedure of filling 3rd Party Audit Proforma.

**METHDOLOGY** : Offline Mode

### NOMINATIONS FOR THE COURSE :

The course is designed for Group 'A' & 'B' officers & dealing with RTI work and working in Central Govt./State Govt./Autonomous Bodies, PSU etc.

### ACCEPTANCE OF NOMINATION :

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be

129/C issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

### **COURSE FEE:**

A course fee of **Rs. 2000/- (Rupees Two Thousand only)** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. Capitation fee is required to be paid through Online Payment Mode as per details given below.

**Website – Bharatkosh.gov.in**

**Ministry – Personnel. P.G & P**

**Course Fee - ISTM**

And share the copy of payment receipt on email Priyanka.dhull26@gov.in latest by 14<sup>th</sup> August, 2025.

### **HOSTEL ACCOMODATION :**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No. 011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants

 **ISTM**

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Proactive Disclosure of information under RTI-Act & Third Party Audit

Course Code : PDI-RTI-06

Date : 15 Sep 2025 to 15 Sep 2025

Mode : Online

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards



Priyanka Dhull

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi

19/11/16

