

Ref: RTI/11/25

18.09.2025

**ONLINE WORKSHOP ON RIGHT TO INFORMATION
ACT**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

An online workshop on **Right to Information Act** is being organized by NAHRD from 06.11.2025 to 07.11.2025.

Section 26 (d) of the RTI Act specifically places an obligation on the Central and State Governments to provide training to public officials. As a priority, all Public Information Officers (PIOs), Appellate Authorities and their facilitation officers need to be fully trained on what their responsibilities are under the law, how to manage applications/appeals and of course, how to apply and interpret the law. The object of the workshop is to appraise the PIOs, Appellate Authorities, Nodal Officers, Law Officers and their facilitating officers about the features of RTI Act, latest judgments of the superior courts and 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. After the workshop the participants shall have updated themselves in the following aspects:

- Provisions & Procedure under RTI Act, 2005
- Exemptions & Exclusions under the Act
- Personal & third-party information under the Act
- Roles & functions of various officials (PIOs, AAs, Nodal Officers, etc.)
- Improvement in the drafting skills to minimize the number of appeals
- Judgments passed by Hon'ble Supreme Court of India, Various High Courts & Information Commissions
- Handling of Online RTI applications

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

Sh. Mahabir Singh Kasana is a renowned trainer in the field of Right to Information. He is former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. He has developed a training package for RTI which has been distributed to all State Administrative Training Institutes. On RTI, Mr. Kasana has conducted workshops for Appellate Authorities and workshops for PIOs and APIOs. Till date he has conducted more than 400 workshops in which more than 12,000 officers from around 500 organizations have participated. He has contributed to development of various RTI Manuals under capacity building for access to information as part of UNDP project and organized International Training Program on Right to Information for Common wealth countries of Asia Region. Mr. Kasana has also authored book titled as "Right to Information Act- A Comprehensive Guide for Public Authorities to Handle RTI Matters".

Participation Fee: Rs. 8,000/- plus GST @ 18% per participant

Date & Timings:

06.11.2025: Thursday (10:00 to 13:15 hours)

07.11.2025: Friday (10:00 to 13:15 hours)

Relevant link for registration will be sent to all the participants 2 days before the workshop. Participants will also be awarded with digitally signed certificate after successful completion of the workshop.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination. For making payment through NEFT, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is **03.11.2025**.

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

Thanks & Regards



For NAHRD