**GOVERNMENT OF NCT OF DELHI**

**DIRECTORATE OF TRAINING (UTCS)**

**TRAINING MODULE for RTI ACT – CAPACITY BUILDING**

**-** TWO DAYS

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| Name of the Package of Courses | | | **Good Governance** |
| Duration of the Course | | | Two days |
| Number of Sessions | | | 8 (eight) |
| Training Branch | | | VI |
| Name of the Course Coordinator | | | Assistant Director (TS-VI) |
| **Day-1-** | | | |
| **Sessions** | **Duration** | **Topics** | |
| Session – I  10.00 am- 11.15 am | 75 Min. | Introduction and need for enactment of DRTI Act 2001 & RTI Act 2005 | |
| **Tea** | | | |
| Session – II  11.30 am- 12.45 pm | 75 Min. | Section-4, 5, 6 & 7 : Record management; Role & Responsibility PIO and APIO | |
| **Lunch** | | | |
| Session – III  1.45 pm - 3.00 pm | 75 Min. | Section 21 to 31 RTI Act and other miscellaneous provisions; DRTI Act | |
| **Tea** | | | |
| Session – IV  3.15 pm- 4.30 pm | 75 Min. | Important decisions and judgments | |
| **Day-2 -** | | | |
| Session – V  10.00 am- 11.15 am | 75 Min. | Section 10 & 11 : Severability; Third Party Information | |
| Tea | | | |
| Session – VI  11.30 am- 12.45 pm | 75 Min. | Section 18, 19 & 20 : Information Commissions; Appeal and Penalties | |
| **Lunch** | | | |
| Session – VII  1.45 pm - 3.00 pm | 75 Min. | Section 7 : Disposal of request, both physical and online | |
| **Tea** | | | |
| Session – VIII  3.15 pm- 4.30 pm | 75 Min. | Section 8 and 9 of the Act : Exemptions from disclosure; infringement of copyright | |