**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 – I10.00 am- 11.15 am | 75 Min. | Introduction and need for enactment of DRTI Act 2001 & RTI Act 2005 |
| **Tea** |
| Session – II11.30 am- 12.45 pm | 75 Min. | Section-4, 5, 6 & 7 : Record management; Role & Responsibility PIO and APIO |
| **Lunch** |
| Session – III1.45 pm - 3.00 pm | 75 Min. | Section 21 to 31 RTI Act and other miscellaneous provisions; DRTI Act |
| **Tea** |
| Session – IV3.15 pm- 4.30 pm | 75 Min. | Important decisions and judgments |
| **Day-2 -** |
| Session – V10.00 am- 11.15 am | 75 Min. | Section 10 & 11 : Severability; Third Party Information |
| Tea |
| Session – VI11.30 am- 12.45 pm | 75 Min. | Section 18, 19 & 20 : Information Commissions; Appeal and Penalties |
| **Lunch** |
| Session – VII1.45 pm - 3.00 pm | 75 Min. | Section 7 : Disposal of request, both physical and online |
| **Tea** |
| Session – VIII3.15 pm- 4.30 pm | 75 Min. | Section 8 and 9 of the Act : Exemptions from disclosure; infringement of copyright |