



**DR. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

Training Programmes on Right to Information for the year 2024-25

Training programmes on Right to Information are scheduled to be conducted in physical (in-person) mode at the MCR HRD Institute campus in Hyderabad.

Officials may send their nominations through their HoDs by post or e-mail to: cisdrmcrrdit@gmail.com / soumyarani@mcrhrdi.gov.in or to the concerned Course Coordinators (details are enclosed) at least one week before the date of commencement of the programme.

Officials may get relieved only after receipt of communication of confirmation of nominations from the Institute.

Commencement of the Programme will be subject to receipt of sufficient number of nominations.

Nomination Form is annexed to this note.

Forthcoming training programmes on Right to Information are as follows:

S.No.	Title of the Training programme / Workshop	Duration	From Date	To Date	Target Group	Name and contact details of the Course Coordinator
1	Training of Trainers Programme on RTI Act for District Resource Persons	3 d.	09.12.2024	11.12.2024	Trainers from State Training Institutions and middle level officers from Departments / Districts, preferably who are looking after RTI subject in Departments and interested in developing as Trainers on RTI	K. Soumya Rani, Sr Faculty Ph: 9248032079 soumyarani@mcrhrdi.gov.in
2	Workshop on Proactive Disclosure of Information under RTI Act	2 d.	16.12.2024	17.12.2024	Officers who are connected with and responsible for preparation / updation of Information Handbook (Section 4(1)(b) Manual under RTI Act) of the respective Public Authority / 1 st AA/ PIO/ APIO / any other officer looking after implementation of RTI Act in the Departments	Srinivas Madhav, Consultant Ph: 9247159343 srinivasmadhav@mcrhrdi.gov.in
3	Training of Trainers Programme on RTI Act for District Resource Persons	3 d.	20.01.2025	22.01.2025		Srinivas Madhav
4	Workshop on Effective Implementation of RTI Act	2 d.	24.01.2025	25.01.2025	1 st AA/ PIO/ APIO / any other officer looking after implementation of RTI Act in the Departments Representatives from Civil Society Organisations	K. Soumya Rani
5	Workshop on Effective Implementation of RTI Act	2 d.	03.02.2025	04.02.2025		Srinivas Madhav
6	Workshop on Proactive Disclosure of Information under RTI Act	2 d.	21.02.2025	22.02.2025		K. Soumya Rani
7	Training of Trainers Programme on RTI Act for District Resource Persons	3 d.	27.02.2025	01.03.2025		G. Jhansi Rani, Faculty Ph: 9121218354 jhansirani@mcrhrdi.gov.in/
8	Workshop on Best Practices & Success Stories on RTI Act	2 d.	17.02.2025	18.02.2025	1 st AA/ PIO/ APIO / any other officer looking after implementation of RTI Act in the Departments Representatives from Civil Society Organisations	Srinivas Madhav



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Nomination Form for Training Programme / Workshop on Right to Information

Programme Title :

Date of the programme : From.....To.....

S.No.	Item	Details
1	Name of the officer nominated	
2	Date of Birth	
3	Designation in present post	
4	Cadre	
5	Academic qualifications	
6	Professional qualifications	
7	Contact details	Mobile No. E-mail ID.

To be filled by the sponsoring authority

Certified that

a)	The particulars given above are correct
b)	Due care has been taken about the training needs of the officer nominated with reference to his/her present/future duties vis-à-vis contents of the course
c)	The officer, if nomination is confirmed, will be relieved on full time basis to attend the training programme.

Address for communication to the Nominating authority

Name	
Full postal Address	
Landline No.	
Fax No.	
Mobile No.	
E-mail ID	

Signature of Nominating Authority with Seal

Reference No. of the Nominating authority	
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