From: Sri B. Nagendra Rao, M.Tech
Engineer-In-Chief (Admn),
Irrigation & CAD Department,
Govt. of Telangana,
1st Floor, Jalasoudha,
Errummanzil, Hyderabad - 82

To: All the Engineers-in-Chief
Director General, WALAMTARI,
And Chief Engineers of
Irrigation & CAD Department,
Govt. of Telangana.

Lr. No. ENC(AW)/EE(Admn)/ADA/AEE3/Trg/MCRHRD/2020 Dt. 22-01-2020

Sir,

Sub:- I&CAD Dept., - Centre for Public Administration Training of Trainers Course on Right to Information Act - Inviting Nominations - Requested - Reg.


*** *** ***

While enclosing a copy of reference cited, all the Engineers-in-Chief/ Director General/Chief Engineers of the I&CAD Department are informed that Dr. MCR HRDIT, Hyderabad, is organizing 2 Batches of 3 days residential ‘Training of Trainers Course on Right to Information Act’ sponsored by the Department of Personnel & Training, New Delhi, during the 4th quarter of the year 2019-20 on the below mentioned dates.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Dates of Programs</th>
<th>Course Coordinator</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| 1.    | 03-02-2020 to 05-02-2020 | Srinivas Madhav Sr. Faculty | Ph.No.9247159343
srinivasmadhav@mcrhrdi.gov.in
dr.mcrhrditcpa@gmail.com |
| 2.    | 03-03-2020 to 05-03-2020 | K. Soumya Rani, Faculty | Ph.No.9248032079
soumyarani@mcrhrdi.gov.in
soumyajonna@gmail.com |

The schedule of the programme includes input on the topics, such as (a) RTI overview – Role of Public Authority, Role of Public Information officer/Asst. Public information Officer, 1st Appellate Authority and Information Commission: Proactive Disclosure of Information, Exemptions and Exempted organizations (b) Recent/latest Circulars/OMs/GOs/Instructions issued by Government on implementation of the Act; (c) Important Case law on RTI Act and High Courts(s) judgements on RTI issues etc. (d)
Records Management in the context of effective implementation of RTI Act. 
Components of Training Learning session and Role of A Trainer etc.

While selecting nominees the following points may be considered.

a). They should possess good communication skills.
b). Interested in Training.
c). Available for taking sessions on RTI Act, when ever required.
d). Preferably, the officers already attended training/workshop on RTI but not ToT Course on RTI.

In this regard, it is requested to send the nominations of eligible officers who have familiar with the RTI Act, preferably the officers who are looking after RTI subject in Department (1st AA/PIOs/APIOs/other officers) and who are interested in developing as Trainers from your offices in the prescribed proforma as Annexure-I (copy enclosed) directly to the Dr.MCR HRD Institute, Road No-25, Jubilee Hills, Hyderabad, on or before the last date 25-01-2020 and 24-02-202 respectively. There is no entry fee for the participation and the programme is a residential programme and the institute will provide accommodation & boarding facility.

The Govt., vide reference 2nd cited has also requested to nominate the officers to the above training programme.

Further, the Engineers-in-Chief/Director General /Chief Engineers of I&CAD Department are requested to relieve the Officers to attend the above training only after getting the confirmation from Dr.MCR HRD Institute, Hyderabad.

Encl:- Reference letter with nomination forms(Annexure-I).

Yours faithfully,

B.Nagendra Rao
Engineer-in-Chief (AW)

Copy to the Deputy Executive Engineer(C), to place in Irrigation web site.
GOVERNMENT OF TELANGANA
IRRIGATION & CAD (SER.III) DEPARTMENT

Memo.No.255/Ser.III/2020-1

Sub:- Irrigation & CAD Department – Centre for Public Administration Training of Trainers Course on Right to Information Act – Nominations – Requested – Reg.


@@@

A copy of the reference cited together with its enclosures is herewith sent to the Engineer-in-Chief (AW), Irrigation & CAD Department, Hyderabad and the Director, Ground Water Department, Hyderabad. They are informed that, the Director General & E.O. Spl. Chief Secretary to Govt., Dr.MCR HRD Institute of Telangana has invited nominations for the “Training of Trainers Curse on Right to Information Act” in the prescribed proforma (Annexure.II), with in the stipulate time.

2. The Engineer-in-Chief (AW), Irrigation & CAD Department, Hyderabad and the Director, Ground Water Department, Hyderabad are therefore requested to nominate officers of their Department, for the said training programme directly to the course Coordinator, Dr.MER HRD., of Telangana State, Hyderabad.

N. SHANKAR
ADDITIONAL SECRETARY TO GOVERNMENT

To
The Engineer-in-Chief (AW), I & CAD Department, Hyd.(w.e).
The Director, Ground water Department, Hyderabad (w.e).
Copy to the Irrigation & CAD (OP) Department (with similar request)

Sf/Sc

// FORWARDED :: :: BY ORDER //

SECTION OFFICER
Sub:— GAD – AR&T - Dr.MCRHRD Institute - Centre for Public Administration Training of Trainers Course on Right to Information Act - Nominations - Regarding.

Ref:- 1. From Director General & E.O.Spl.C.S. to Govt., Dr.MCR HRD Institute of Telangana Lr.No.T2/CPA/ KRG/472/ 2019, Dated 20.11.2019.

The attention of the all departments in Secretariat are invited to the reference third cited (copy enclosed) and they are informed that nominations are once again invited for the “Training of Trainers Course on Right to Information Act” conducted by the Dr.MCRHRD Institute in the prescribed proforma (Annexure.II) from the Department and the HODs/Training Institutions/ Organizations/District Offices under their control, for another batch from 03-02-2020 to 05-02-2020 and 03-03-2020 to 05-03-2020 directly to the Course Coordinator, Dr.MCRHRD of Telangana State, Road No.25, Jubilee Hills, Hyderabad or before the last date 25.01.2019 and 24.02.2020 respectively to the above two batch training programmes.

SHALINI MISRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT (GPM & AR)

To
All the Departments of Secretariat.(w.e)

Copy to:-
The Director General, Dr.MCRHRDI, Road No.25, Jubilee Hills, Hyderabad. SC/SF

// FORWARDED: BY ORDER//

SECTION OFFICER.
From
Director General &
E.O. Spl. Chief Secretary to Govt.

To
The Spl. CS to Govt. (GPM & AR)
General Admin. (AR & T) Department
B.R.K Bhavan,
Telangana Secretariat,
Hyderabad - 500063


Dr. MCR Human Resource Development Institute is organizing two batches of (3) day residential "Training of Trainers Course on Right to Information Act" sponsored by the Department of Personnel & Training, New Delhi, during the 4th quarter of the year 2019-20, on the below mentioned dates.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Dates of the Programs</th>
<th>Course Coordinator</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| 1     | 03.02.2020 to 05.02.2020 | Srinivas Madhav, Sr. Faculty | Ph: 9247159343  
srinivasmadhav@mcrhrdi.gov.in |  
dr.mcrhrditcpa@gmail.com |
| 2     | 03.03.2020 to 05.03.2020 | K. Soumya Rani, Faculty | 9248032079  
soumyaranimc@gmail.com |

2. A brief information about the aim of the programme and level of participants to be nominated for the programme along with the details of name and contact details of the Course Coordinator are given at Annexure - I.

3. The schedule of the Programme includes input on the topics, such as (a) RTI Overview - Role of Public Authority, Role of Public Information Officer / Asst. Public Information Officer, 1st Appellate Authority and Information Commission; Proactive Disclosure of Information; Exemptions and Exempted Organisations; (b) Recent / latest Circulars / OMs / GOs / Instructions issued by Government on implementation of the Act; (c) Important Case law on RTI Act and High courts(s) judgements on RTI issues etc. (d) Records Management in the context of effective implementation of RTI Act (e) Components of Training Learning session and Role of a Trainer etc.
4. We invite two to three nominations for each of the above mentioned Programs from your Department / Training Institute / Organization / District, from the target group as indicated in the Annexure-I. Nominations may please be sent in the prescribed form enclosed (Annexure II), by Post / e-mail to the concerned Course Coordinators. The Last date for receipt of nominations for each of the above mentioned two training programmes are indicated in the Annexure-I. Early communication of nominations will facilitate this Institute to make the necessary pre-training arrangements.

5. While selecting nominees the following points may be considered:
   a) They should possess good communication skills.
   b) Interested in training
   c) Available for taking sessions on RTI Act, whenever required
   d) Preferably, the officers already attended training / workshop on RTI, but not ToT Course on RTI

6. As the training programme involves intensive work and continues for extended hours, the programme is being conducted as residential programme and staying in the campus is mandatory.

7. Necessary instructions may be given to the concerned officer dealing with training in your Department to contact the Course Coordinator for any further information.

8. The nominated officers should not be relieved until "confirmation of nomination" is received from this Institute.

Yours faithfully,
Sd/-
(Dr. Madhavi Ravulapati)
Assoc. Prof. of Law & Head-CPA
for Director General

Encl: Annexure I & II

// t. c. f. b. o.//

(K. Soumya Rani)
Faculty & Course Coordinator
## Nomination Form

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the officer nominated</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Designation in present post</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cadre</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Academic qualifications</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Professional qualifications</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Contact details</td>
<td>Mobile No. E-mail ID.</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full postal Address</td>
<td></td>
</tr>
<tr>
<td>Landline No.</td>
<td></td>
</tr>
<tr>
<td>Fax No.</td>
<td></td>
</tr>
<tr>
<td>Mobile No.</td>
<td></td>
</tr>
<tr>
<td>E-mail ID</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Nominating Authority with Seal

Reference No. of the Nominating authority
## Programme Details

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item of Programme</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title of the Programme</td>
<td>Training of Trainers Course on Right to Information Act</td>
</tr>
<tr>
<td>2</td>
<td>Duration</td>
<td>Three days</td>
</tr>
</tbody>
</table>
| 3.    | Dates                      | 03.02.2020 to 05.02.2020
                  | 03.03.2020 to 05.03.2020                                              |
| 4     | Aim                        | 1) To Refresh / update the knowledge of officers on RTI Act.           |
|       |                            | 2) To build trainer capabilities in conducting courses / sessions on RTI Act in District Training Centres / Departmental Training Institutions in the State. |
| 5     | Level and type of Participants | Officers / Trainers from Departments / Training Institutes / Organizations / Districts who have familiarity with the RTI Act, preferably the officers who are looking after RTI subject in Departments (1st AA/ PIOs/ APIOs/ other officers) and who are interested in developing as Trainers. |
| 6     | Last date for receipt of nominations | Training Program
                  | 1. 03.02.2020 to 05.02.2020 - 24.02.2020 |
|       |                            | 2. 03.03.2020 to 05.03.2020 - 24.02.2020 |