



ENGINEERING STAFF COLLEGE OF INDIA



Autonomous Organ of The Institution of Engineers (India)
(IMS [ISO 9001:2015, ISO 14001:2015, ISO 50001:2018, ISO 45001:2018],
ISO/IEC 17025:2017 Certified, AICTE & CEA Recognized Institution)
Old Bombay Road, Gachibowli, Hyderabad – 500 032. Telangana, India

Quality & Productivity Division

Hybrid (Offline & Online) Continuing Professional Development Programme on

Right to Information ACT (RTI)

Dates: 21 – 22 September 2026

at ESCI Campus, Hyderabad

INTRODUCTION

The Right to Information Act, 2005 (RTI Act) is a significant legislation aimed at promoting transparency, accountability and good governance in public authorities. Effective implementation of the Act requires officials to understand the statutory provisions, responsibilities of Public Information Officers (PIOs), procedures for handling RTI applications, exemptions, appeals and disclosure requirements.

This two-day professional training programme provides a practical understanding of the RTI Act and its application in day-to-day administration. The programme combines legislative provisions, practical case discussions, procedures and best practices for effective RTI compliance.

OBJECTIVES

Upon completion of this programme, participants will be able to:

- Understand the objectives, scope and key provisions of the RTI Act, 2005.
- Understand the roles and responsibilities of PIOs and Appellate Authorities.
- Process RTI applications systematically and within prescribed timelines.
- Identify information that can and cannot be disclosed under the Act.
- Understand exemptions and grounds for rejection of information.
- Handle RTI appeals and complaints effectively.
- Understand proactive disclosure requirements under Section 4.

COURSE COVERAGE

The following course content will be detailed during the training programme:

- **RTI Act: Fundamentals, Provisions & Responsibilities**
 - Introduction to the Right to Information
 - Public Authorities & Information
 - Public Information Officers
 - RTI Application & Information Disclosure Process
 - Exemptions from Disclosure
 - Practical Case Studies
- **Appeals, Proactive Disclosure, Compliance & Case Studies**
 - First Appeal & Appellate Mechanism
 - Information Commissions
 - Proactive Disclosure – Section 4
 - RTI & Confidentiality, Privacy and Official Records
 - Practical Workshop – Drafting RTI Responses
 - Case Studies, Discussion & Assessment

METHODOLOGY

Methodology of the programme includes class room Sessions with Lecture/discussion with audio visual aid, benched marked practices if any, video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences, etc. All the sessions will be interactive demanding active participation from all the members. Case Method of Instructions will be the main method of knowledge facilitation.

TARGET PARTICIPANTS

Central & State Government Officials, Public Information Officers (PIOs), Assistant Public Information Officers (APIOs), First Appellate Authorities, Administrative Officers, HR & Establishment Officers, Vigilance Officers, Legal Officers, Record/Documentation Officers, Public Relations Officers, Officials responsible for RTI matters, Officers involved in governance, administration and public service delivery

EXPERT FACULTY

The faculty consists of experts from industry, Entrepreneur and academia, besides that from ESCI.

PROGRAMME DIRECTOR

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PROGRAMME OFFICER

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PROGRAMME DATES & TIMINGS

Dates: 21 – 22 September 2026

Timings : On the first day, Registration will commence at **09:30 Hrs**. On all other days the programme timings will be from **09:45-17:15 Hrs** with breaks in between for tea & snacks.

COURSE FEE:

RESIDENTIAL: Rs. 12,000/- (Rupees Twelve Thousand only) per Participant + GST@18% Extra. Fee includes, course material, course kit, twin-sharing/single AC accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training programme.

NON- RESIDENTIAL: Rs. 10,000/- (Rupees Ten Thousand Two Hundred only) per Participant. Fee includes, course material, course kit, lunch, tea / coffee and snacks during the actual days of training programme

Online: [WebEx platform.](#)

Rs. 7,000/- (Rupees Seven Thousand only) per participant + GST@18% Extra.

TRAINING FEE PAYMENT OPTION:

PAN Card No AAATT3439Q; GST No. 36AAATT3439Q1ZV. H.S. No. 999293 (Under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favor of **“THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA”** in the form of demand draft payable at Hyderabad. Alternatively, the payment may be made by Electronic Fund Transfer (EFT) to ESCI – SB A/c No. 912010049234564 with Axis Bank Ltd., Gachibowli branch, Old Mumbai Highway, Cyberhills Colony, P Janardhan Reddy Nagar, Gachibowli, Hyderabad – 500032, T.S., by NEFT/ RTGS/ IFSC Code No. UTIB0000733 – MICR No.500211020. While using EFT method of payment, please ensure to communicate us your company name, our Invoice reference and programme title.

CERTIFICATION

A Certificate of participation will be awarded to each participant on conclusion of the programme.

REGISTRATION

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to: Email: **qp@escihyd.org**

GENERAL INSTRUCTIONS

- ESCI encourages participants to present case studies from their respective organizations.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h) and one day after conclusion (Check-out 1200 h) of the programme duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation).
- Well-developed Information Centre and Internet facilities are available to the participants free of cost.