No: IRMRA/TRG/2020-23 Dated the 23 Dec 2019

To,
The Secretaries, All Ministries/Departments of Central and State Governments.
The Chief Executives, All CPSUs, PSBs, and Financial Institutions
The Chief General Manager (DAPM), Reserve Bank of India
The Chairmen, LIC, GIC and Insurance Companies
The Directors, All National Institutes of Technology/IITs/IIMs
The Chairmen, All Ports
The Directors, All Institutes
The Chairmen, All Boards & Autonomous Bodies
The Vice-Chancellors, All Universities/Autonomous Institutions
The Directors, All Research Institutes
The Directors, DRDOs
The Chairmen, IRDA, TRAI, PFRDA, SEBI and other Statutory Bodies
The Chief Executives Officers, Private Companies/Establishments

Sub: 2 Days Workshop on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.” on Jan 17 & 18, 2020 at IRMRA, Thane West, Maharashtra.

Madam/Sir,

1. IRMRA (established in 1958) is an Autonomous body under The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India, New Delhi. In the last 60 years, it has rendered remarkable service to Industries, enhance skill and knowledge among the employees of Central / State government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector through training, Workshops, Seminars, and Conferences. IRMRA also provide opportunities to Administrator, Educationist, Scientists & Technologists to conduct Academic and Sponsored Research Activities.

2. As you are aware, the Central Information Commission has been constituted to perform the functions assigned to it under the RTI Act, 2005. One of the prominent functions includes monitoring of suo-motu disclosure by public authorities. It has been decided to conduct transparency audit of public authorities to make a quantitative and qualitative assessment of compliance of the mandate suo-motu disclosure under section 4 of the RTI Act.

3. As per the direction of Central Information Commissioner (CIC) and DoPT OM No 1/6/2011-IR dated 15.04.2013 and OM No. 1/34/2013-IR dated 30.06.2016, each Public Authority should get its proactive disclosure package audited by a third party every year from the respective training Institutes under each Public Authority and submit to the Central Information Commission.

4. In this regard, Public Authority readiness has to be manifold. To assist public authorities in Self Audit before third party Audit, IRMRA is conducting 2 Days Workshop on “Transparency Audit with respect of compliance under Section 4 of RTI Act, 2005.” on Jan 17 & 18, 2020 at IRMRA, Thane West, Maharashtra.

5. An approach paper consisting of the context, the purpose, the approach and methodology and the limitations involved in this exercise is enclosed for ready reference. A copy of the format of audit exercise is also enclosed. The exercise will start with a preliminary assessment by IRMRA faculty members of the information displayed by public authorities on their respective website.
6. The training programme is meant for PIO/APIO/CPIO/Appellate Authority of all Respondent
Public Authority to Compliance with the proactive disclosure guidelines, it's an audit by third-party
and its communication to the Central information commission.

7. The Workshop fee per participant (Non-residential) will be Rs. 12,390/- (Programme fee of Rs.
10,500/- + GST @ 18% = 1890/-). The crossed Demand Draft (DD) towards this non-refundable
fee should be drawn in favour of "IRMRA", payable at Mumbai and should be sent along with the
nomination letter. Participant wishes to stay at IRMRA Guest house may refer to IRMRA Guest
house Tariff for the year 2019-2020. (PDF file attached for your ready reference). Said tariff is per
day of stay.

8. An early nomination in the prescribed Pro-forma of PIO/APIO/CPIO/Appellate Authority, RTI Staff,
HR or Personnel and Administration Departments shall be highly appreciated. Nominations of
suitable officers in the prescribed proforma may please be sent to IRMRA.

9. Details of the 'Terms and Conditions' of the program, nomination form and other documents are
enclosed to this letter. Details of the program are also available on IRMRA website.
www.irmra.org.

10. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are
requested to give wide publicity to the training programme, upload this on their websites for the
information of all concerned and encourage the officers to apply.

Yours faithfully,
(Dr. Rupesh Rohan)
Assistant Director
Mobile: 8291404906

Encl: Annexure -1
IRMRA (Accreditation and Recognition)

ISO: 9001:2015 Certified                  DSIR Recognized SIRO
BIS for various Tyre & Non-Tyre Testing   CEMILAC Approved
NBQP Regd. for LMS training                RSDC approved training centre
BMO Accreditation by QCI
Details of proposed training programme is as follows:

1. **IRMRA** encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

2. **Nomination**: Each Nomination, Residential / Non-Residential, should be accompanied by RTGS / Bank draft and should be sent in advance along with the nomination. Payment for Defence Personnel will be received after completion of the course and submission of our pre-receipted Bills.

3. **Payment**: In advance or before commencement of training program through RTGS / Bank draft in favour of "IRMRA" payable at Mumbai.
   
   NEFT/IFSC: ICIC0001887  
   ICICI Bank Ltd (Current Account) A/C no: 188701000046  
   GST No. 27AAAAT7089F1Z6  
   PAN No. AAAAT7089F

4. Substitution of nominees is permitted. Participants opting for residential accommodation are requested to go directly and check-in into the Hotel. Participants are free to stay at any other place of their choice and convenience.

5. **Admission Procedure**: Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

6. **Programme Duration & Schedule**: It will be a two-day Technical Workshop. Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

7. **Reporting Time**: The participants are to report for registration at 9:00 AM at Venue

8. **Tea/Coffee Break** 11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

9. **Lunch** 01:00 PM to 02:00PM

10. **Course Faculty**: We have our own regular Faculty. Eminent professionals in the field (Retired / Serving) from Central / State Govt/ PSU / expert from Private sector. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers.

11. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

12. **Methodology**: Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are held.
13. **Arrangements by IRMRA:** Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate, Photography.

14. **Transport:** The candidates have to make their own arrangements.

15. **Certification:** The participants will be awarded certificates on completion of the course without any absenteeism on last day of training programme.

16. **Change of Schedule:** The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

17. **Further Information:** It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control. You can call the Central Line 022-67873222 for any queries regarding the Workshop. Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed:

   Dr. Rupesh Rohan  
   (Assistant Director- Training)  
   +91-22-67873222  
   +91-8291404906  
   rr@irmra.org; rupeshrohan21@gmail.com

   Mr. P R Sundar,  
   (Training Co-ordinator)  
   8657545808  
   rsdc.trg@irmra.org
TRAINING NOMINATION FORM

Name of the Programme

Duration

PARTICULARS OF NOMINEE

Name of the Participant(s)

Designation

Mailing Address

Contact Number (with STD Code); Office:

Fax

E-Mail

Nomination Status Residential □ Non-Residential □

SPONSOR

Sponsoring Organization

GST Code

Fax No,

Tel. No. (with STD Code)

E-Mail

REMITTANCE

Draft/Cheque No.: Dated

For Rs. Drawn on

Signature:

Sponsor:

Nomination fee may please be sent, along with nomination form by RTGS / Demand Draft / Cheque drawn in favour of “IRMRA” payable at Mumbai.

Mail this to:
Assistant Director (Training)
254/1 B, Road Number 16V,
Nehru Nagar, Wagle Industrial Estate,
Thane West, Maharashtra 400604
training@irmra.org; rr@irmra.org;
rupeshrohan21@gmail.com
<table>
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<tr>
<th>Sr. No.</th>
<th>Type of Guests</th>
<th>VIP rooms (IN RS.)</th>
<th>VIP Room Small (IN RS.)</th>
<th>Single Occupancy (IN RS.)</th>
<th>Twin Sharing (IN RS.)</th>
<th>Group Sharing (IN RS.) PER MONTH FOR 4 PERSONS</th>
<th>PER DAY BASIS UPTO 30 DAYS (GROUP SHARING FOR 4 PERSONS) (IN RS.)</th>
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</thead>
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<tr>
<td>1</td>
<td>Students from academic institutes</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>2000 INC. GST</td>
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<tr>
<td>7</td>
<td>IRMRA invited guests</td>
<td>2000.00 + GST</td>
<td>750.00</td>
<td>750.00</td>
<td>500.00</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>3</td>
<td>Government officials at IRMRA</td>
<td>1500.00 + GST</td>
<td>1000.00 + GST</td>
<td>800.00</td>
<td>500.00</td>
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<td>Government officials on personal visits</td>
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<td>1500.00 + GST</td>
<td>1500.00 + GST</td>
<td>800.00</td>
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<td>NA</td>
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<tr>
<td>5</td>
<td>Guests from private organisations (for official purpose)</td>
<td>2500.00 + GST</td>
<td>2000.00 + GST</td>
<td>1800.00 + GST</td>
<td>900.00</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>6</td>
<td>Guests from private organisations (for personal visits)</td>
<td>2500.00 + GST</td>
<td>2000.00 + GST</td>
<td>1800.00 + GST</td>
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<td>IRMRA employees from different branches</td>
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<td></td>
<td>AS PER IRMRA POLICY</td>
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</tr>
<tr>
<td>8</td>
<td>IRMRA employees for personal use (includes family &amp; relatives)</td>
<td>1000 + GST</td>
<td>500.00 PER PERSON</td>
<td>500.00 PER PERSON</td>
<td>500.00 PER PERSON</td>
<td>NA</td>
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</tr>
</tbody>
</table>

**The above rooms will be made available on first come first basis and subject to availability. IRMRA reserves its rights of providing facility to any member / guests / students / employees etc.**

**In case of IRMRA’s scheduled residential training programme students / project trainees will be accommodated as per availability.**

**Documents Required For Guest House Accommodation:**
1) Sanctioned / approval letter of competent authority of IRMRA.
2) Govt. approved ID card such as Aadhar Card, Driving Licence, Voters ID.
3) For students letter from institute / colleges mentioning names of students / project trainees who will be staying at guest house.
4) For govt. officials govt. identity card is must.
5) Smoking & drinking in the premises of IRMRA is strictly prohibited.
7) Tea, Breakfast & Lunch will be available from Monday to Friday on chargeable basis, for dinner guest have to make their own arrangement.
8) For extra bed charges of Rs.150/- will be applicable per person.
9) Payment for the stay will be made through RTGS / DD.
10) Bank Details : ICICI Bank Ltd., A/C. No.188701000046, NEFT/IFSC : ICIC0001887

Dr. K. Rajkumar
Director