

'A' Circular



भारत सरकार /Government of India
 संचार मंत्रालय /Ministry of Communications
 दूरसंचार विभाग /Department of Telecommunications
 राष्ट्रीय संचार अकादमी – वित्त/National Communications Academy-Finance
 महारौली गुडगांव रोड, घिटोरनी/Mehrauli Gurgaon Road, Ghitorni
 नई दिल्ली-110047/ New Delhi-110047

No: 1-152/NICF/TAR/Webinar/2024-25

Dated:17.06.2026

To,

- | | |
|---|---|
| 1. The CGCA, MTNL Building, New Delhi
3. DG (T), New Delhi
5. DG, NTIPRIT (NCA-T), Ghaziabad
7. The Pr.CsCA/CsCA/GMs(F)/DAPs
9. The CMD, BSNL, New Delhi
11. The DGM, TCIL
13. The CMD, MTNL, New Delhi
15. The Director, WMTDC (NCA-W), New Delhi | 2. The Advisor(F), DoT HQ, New Delhi
4. The Advisor, TRAI, New Delhi
6. The Sr. DDG (PAF), DoP HQ, Delhi
8. The Sr. DDG, TEC
10. The Director, BBNL, New Delhi
12. The DGM, ITI Ltd
14. The DG, TSDSI, New Delhi
16. The CEO, C-DoT, Delhi |
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Subject: - Conducting Webinar on RTI Act 2005 at NCA-F- reg

Sir/Madam,

The National Communications Academy-Finance, a 'Sarvotkrishit' 5 Star-rated Central Training Institute under the Department of Telecommunications, Ministry of Communications, has scheduled a Webinar on RTI Act 2005 for all Officers/Officials of DoP, DoT & its PSUs. The details of the Webinar are as follows:

S. No.	Topic	Date & Time	Last date for nomination
1.	RTI Act 2005	09.07.2026 (10:00 AM to 12:00 PM)	08.07.2026

2)

Particulars	Details
Title of Webinar	Right to Information (RTI) Act, 2005
Introduction	The Right to Information Act, 2005 is a landmark legislation enacted to promote transparency and accountability in the functioning of public authorities. The Act empowers citizens to access information held by public authorities, thereby fostering participatory governance, reducing corruption, and enhancing public trust in government institutions.

Learning Objectives	<ul style="list-style-type: none"> • To familiarize participants with the provisions, objectives, and scope of the RTI Act, 2005. • To enhance understanding of the rights and responsibilities of citizens and public authorities under the Act. • To provide clarity on the roles and functions of Public Information Officers (PIOs), Assistant Public Information Officers (APIOs), and Appellate Authorities. • To develop an understanding of exemptions, timelines, and procedural requirements prescribed under the Act. • To equip participants with the knowledge and skills required for effective handling and disposal of RTI applications.
Key Highlights	<ul style="list-style-type: none"> • Evolution, objectives, and salient features of the RTI Act, 2005. • Duties and responsibilities of PIOs, APIOs, and First Appellate Authorities • Procedure for receipt, processing, transfer, and disposal of RTI applications. • Exemptions from disclosure under Sections 8, 9, and 24 of the Act. • Appeals, complaints, penalties, and important decisions of Information Commissions. • Best practices for proactive disclosure, record management, and transparency in public administration.

3) Target Population: All Officers and Officials from all units under DoP, DoT & its PSUs.

4) All units are requested to nominate at least two suitable officers/officials from their respective units for the said webinar. While nominating officers/officials for the webinar, the controlling offices may provide details of the nominated officers/officials, viz., name, designation, mobile number, and e-mail address, to this office.

5) Please note that:

(i) Nominations of officers/officials of DoT are to be sent mandatorily through the Competency Portal of DoT on or before 08.07.2026. The URL of the Competency Portal of DoT is <https://www.competency.dot.gov.in/#/>.

(ii) Offices, other than DoT, may send their nominations through e-mail at <nicf.moc@gov.in>.

(iii) The webinar link shall be shared directly with the nominated participants on their registered e-mail IDs. All offices are requested to ensure the participation of their nominated officers/officials in the webinar. Adapted from the PFMS webinar circular.

6) In case of any query/clarification, Sh. Vivek Sangtiani, Dy. Course Coordinator (Mobile Number:8285078097) may be contacted.

This issues with approval of the Competent Authority.

प्रदीप कुमार मोदक
(Pradip Kumar Modak)

सहायक मुख्य लेखा अधिकारी (समूह 'ख' प्रशिक्षण)
ACAO (Group B Training)

राष्ट्रीय संचार अकादमी - वित्त/NCA-F

घिटोरनी, नई दिल्ली/Ghitorni, New Delhi

Copy to:

1. PA to DG, NCA-F, Ghitorni, New Delhi-110047.
2. Director Trg. Finance, DoT HQ, Sanchar Bhawan for kind information.
3. Director (PA-Admn), DoP HQ, Dak Bhawan, New Delhi.
4. Director (TER), NCA – F for nomination and uploading of circular on office website.
5. Faculty of Webinar
6. Office Copy