

F.No. CSU/35020/2025/Admn./RTI/ 1769
CENTRAL SANSKRIT UNIVERSITY
Janak Puri, New Delhi-110058
Accredited with 'A++' Grade by NAAC

Dated: - 03.12.2025

Office Order 349

In continuation of the proposal submitted for deputing CPIOs of Central Sanskrit University for the RTI Training Program, and in accordance with the approval of the Competent Authority, the following officials are hereby nominated to attend the **“Right to Information – Public Information Officers (RTI-PIO)”** training program to be conducted by the **Institute of Secretariat Training & Management (ISTM), New Delhi**, scheduled from **02.03.2026 to 03.03.2026**:

1. Prof. Sugyan Kumar Mahanty, Professor & CPIO (Publications and Sales)
2. Dr. Indra Kumar Meena, Assistant Professor, CAPIO & CPIO (Establishment & Administration)
3. Prof. Narayana Simha R. L., Professor, Academic Section & CPIO (Academic & Rajbhasha)
4. Sh. Varun Kaushik, Section Officer, CPIO (Recruitment Cell)

The nominated officials are directed to attend the said training program as per the schedule. They must fill and submit the online nomination form on the ISTM portal immediately and submit a hard copy of the same to the Administration Section. The training fee of Rs. 4,000/- per participant (for the 2-day program) will be reimbursed to the concerned after successful completion of training.

This issues with the approval of the Competent Authority.


[Prof. R.G. Murali Krishna]
Registrar I/c

Copy to:

1. PS. to VC for information of Hon'ble Vice Chancellor, CSU.
2. Registrar's Office
3. PO/ICT In Charge for uploading/updating in the University's Website, SAMARTH Portal & E-office system.
4. Deputy Director (Admin)
5. Guard file



Select Course Programme

* Select Course

RTI-PIO-44 (Right to Information) ▼

* Organisation Type

Autonomous Bodies(Central and ▼

Proceed



फा.सं / FILE NO: Y-21011/21/2025-

A.D-(Estt.)

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 18.11.2025

To

Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India / UPSC
All Public Sector Undertakings / All Autonomous Bodies.

Subject: Two days Training Course / Workshop on Right to Information – Public Information Officers (RTI-PIO-44) to be conducted from 02 Mar, 2026 to 03 Mar, 2026.

Sir/Madam,

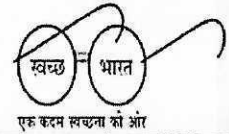
I am directed to say that a training course / workshop "Right to Information - Public Information Officers" will be conducted at this Institute from 02 Mar, 2026 to 03 Mar, 2026. (2 Days). Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure-I.

2. Nomination form for the training course / workshop may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.
3. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 28th Feb, 2026.
4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued. Enclosure: Annexure - I

Yours faithfully,

-Sd-
Kishore)
Assistant Director & Course Coordinator
E-mail: kishore.soni@gov.in
Tel:-011 26737761

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in



☐

I have read and understood the course circular.

Next