

1.12 Programmes to advance understanding of RTI.

- (i) Educational programmes**
- (ii) Efforts to encourage public authority to participate in these programmes**
- (iii) Training of CPIO/APIO**

Year/Period: 2019

As directed by the Department of Space, one/two days workshop is being conducting by Centres annually on rotation basis. In November 2019 VSSC organized 2 days workshop for the officials who are involved in RTI related works in DOS/ISRO Centres.

Year/Period: 2021

- (i) APIO, VSSC attended two days webinar on "Transparency Audit with Respect to Compliance under Section 4 of RTI Act 2005" conducted by IRMRA from 18.02.2021 to 19.02.2021.
- (ii) On 19.03.2021 and 23.03.2021 HRDD section of VSSC organised training on RTI, Act 2005 for the administrative staff in the Centre. Another training programme for the officials is being conducted at SDSC SHAR during November/December 2021.

Year/Period: 2022

- (i) Admn. Officer, RTI Cell and another Officer from Administrative area attended the 2 day workshop on RTI organised by UR Rao Satellite Centre (URSC) Bangalore in December 2022.
- (ii) First Appellate Authority, VSSC attended a training program on Right to Information Act organised by India Institute of Secretariat Training & Development (IISTD) in November, 2022.

Year/Period: 2023

- (i) On 23.08.2023 and 24.08.2023, Admn. Officer/RTI Cell, RTI dealing Assistant and 6 other Administrative staff from VSSC had attended Two days Training Programme on Right to Information Act organised by LPSC, Valiamala.
- (ii) APIO, VSSC had attended two days training programme on "Transparency Audit with respect to compliance under Section-4 of RTI Act, 2005 during 14-15 December, 2023 at Indian Rubber Manufactures Research Association (IRMA), Thane
- (iii) Admn. Officer, RTI Cell and another Officer from Admn. area along with two RTI Dealing Assistants attended 2 days workshop on RTI organised by Space Application Centre, Ahmedabad in December, 2023.

Year/Period: 2024

- (i) One of the RTI Dealing Assistant has completed an 'Online 2 weeks' short term course (8 Modules- flexible time slot) on RTI organized by Institute of Management in Government (an autonomous body under Government of Kerala).

(iv) Update & publish guidelines on RTI by the Public Authorities concerned

[Link to RTI Act and rules](#)

GUIDELINES FOR SUBMISSION OF APPLICATION UNDER RTI ACT, 2005

A request for obtaining information under sub-section(1) of Section 6 of the RTI Act, 2005, shall be accompanied by an application fee of Rupees Ten and sent to CPIO/Alternate CPIO or APIOs (as per list given in the RTI portal). There is no prescribed application form for seeking the information. Application can also be submitted through online RTI portal rtionline.gov.in.

Mode of payment of Fee:

An applicant shall make payment of fee of Rs.10/- by Indian Postal Order(IPO) or Demand Draft (DD) or Bankers Cheque payable to Senior Accounts Officer /Accounts Officer of the Public Authority and sent to the concerned CPIO / Alternate CPIO or concerned APIOs to whom the application is addressed to. In case the applicant wishes to remit the application fee by cash, the same has to be remitted at the Office of Accounts Officer of the concerned CPIO/ Alternate CPIO/APIO and obtain a receipt. The original receipt to be attached to the application and submitted to the CPIO/Alternate CPIO/Concerned APIOs.

Note: Applicants belonging to Below Poverty Line (BPL) category shall submit an attested copy of BPL certificate issued by the competent authority for claiming exemption from payment of application fee.