



NO. A.28024/2/2023 - LADC/GAD(P&ARW)
LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT
PERSONNEL & ADMINISTRATIVE REFORMS WING

Dated Lawngtlai, the 14th September, 2026

OFFICE MEMORANDUM

Subject: iGotKarmayogi Courses on Right to Information for SPIOs / SAPIOs / Nodal Officers under LADC – regarding.

The undersigned is directed to state that the effective and transparent implementation of the Right to Information Act, 2005 within the jurisdiction of the Lai Autonomous District Council (LADC) requires continuous capacity building and statutory orientation of designated officers dealing with RTI matters.

2. Accordingly, the courses and training programmes available on the digital **iGoT Karmayogi Platform** have been identified as mandatory capacity-building modules for all **State Public Information Officers (SPIOs)**, **State Assistant Public Information Officers (SAPIOs)**, and **Nodal Officers** functioning under the administrative control of the Lai Autonomous District Council. The prescribed training modules comprehensively cover the statutory provisions of the RTI Act, processing and disposal protocols for RTI applications, exemptions from disclosure, handling of third-party information, management of appeals, and the systematic maintenance of public records.
3. All Heads of Departments (HoDs) under the Lai Autonomous District Council are hereby strictly requested to apprise all SPIOs, SAPIOs, and Nodal Officers under their respective administrative control regarding these courses. Head of Department must advise all newly designated or existing officers to register on the iGoT Karmayogi platform and complete the prescribed training schedules at the earliest possible timeframe to avoid procedural lapses. Other officers and staff of the Council are also highly encouraged to undergo these modules to enhance institutional transparency.
4. The complete schedule of the approved training modules, along with the designated course names, providers, durations, and languages, is enclosed herewith as **Annexure** for strict compliance and course completion (at least 3 courses) certificate should be submitted for records.
5. This issues with the approval of the Competent Authority.

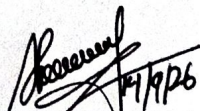
Encl: As above.

Sd/- THANSIAMA

Deputy Secretary to the Lai Autonomous District Council
General Admn. & Control Department
[Personnel & Administrative Reforms Wing]

Memo No. A.28024/2/2023 - LADC/GAD(P&ARW) : Dated Lawngtlai, the 14th September, 2026.
Copy to :-

1. Addl. PS to CEM ; LADC for favour of information.
2. Secretary DCS; LADC for information & necessary action.
3. All Head of Deptt. LADC for information & necessary action.
4. All SPIO and SAPIO for information and compliance.
5. I&PRO, for information and upload to the website.
6. Guard File.


(THANSIAMA)

Deputy Secretary to the Lai Autonomous District Council
✱ General Admn. & Control Department
[Personnel & Administrative Reforms Wing]

ANNEXURE

TRAINING SCHEDULE: RTI CAPACITY BUILDING COURSES ON iGOT-KARMAYOGI

All designated SPIOs, SAPIOs, and Nodal Officers under LADC must complete relevant modules from the official schedule below based:

S.No	Course Name	Provider Name	Duration	Language
1	Right to Information (RTI)	Department of Personnel and Training DoPT	02:15:00	English
2	Right to Information Act – Part 1	Institute of Secretariat Training and Management	00:55:00	English
3	Right to Information Act – Part 2	Institute of Secretariat Training and Management	01:22:00	English
4	Landmark Judgments RTI Act, 2005	Institute of Secretariat Training and Management	01:10:00	English
5	Third Party Information	National Academy of Defence Production (NADP) Nagpur	01:18:00	English
6	Right to Information and Personal Data : Transparency and Privacy	Department of Telecommunications	00:52:11	English
7	Proactive Disclosures Under RTI Act, 2005	National Academy of Defence Production (NADP) Nagpur	01:56:00	English
8	RTI and Good Governance	National Academy of Defence Production (NADP) Nagpur	01:44:00	English
9	Right to Information – RTI	Bharat Sanchar Nigam Limited (BSNL)	00:29:36	English
10	Understanding Right to Information Act	Indian Oil Corporation Limited (IOCL)	00:32:00	English
11	Right to Information (Prarambh)	Department of Posts	00:35:10	English
12	Right to Information Act, 2005	Defence Accounts Department (DAD)	00:48:30	English
13	Proactive Disclosure and Compliance Under the RTI Act, 2005	Mahatma Gandhi State Institute of Public Administration Punjab	00:42:31	English
14	Right to Information Act by Hindustan Aeronautics Limited	Hindustan Aeronautics Limited (HAL)	01:33:52	English
15	Understanding the Right to Information Act and Good Governance	National Academy of Defence Production (NADP) Nagpur	00:46:58	English


(THANSIMA)

Deputy Secretary to the Lai Autonomous District Council
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