



**Government of India**  
**Ministry of Communications & IT**  
**National Institute of Communication Finance**  
**Ghitorni, New Delhi-110047**

**No: 1-26/DG/ RTI /2015-NICF**

**Dated: 28-5-2015**

**To**

Jt. Secretary (Admn.), DoT HQ, New Delhi.  
All Sr. DDsG/DDsG/Directors/ADG in DoT (HQ).  
JS&FA, DoP (HQ), Dak Bhawan, New Delhi.  
DDG (Fin.), DoP HQ, New Delhi.  
All Heads of CCA Circle.

**Sub: Workshop on “RTI – Capacity Building and Awareness Generation”.**

NICF will organize a workshop on “RTI – Capacity Building and Awareness Generation” as per the particulars given below:

**Course No. : 04061516**  
**Duration : 2 days**  
**Period : 25/06/2015 to 26/06/2015**  
**Venue : Conference Hall, Sanchar Bhawan, New Delhi.**

**Introduction:**

The workshop intends to familiarize the participants with the issues relating to Right to Information Act 2005 i.e. preamble, Definition, Access to RTI, Aims at e-governance, Role and duties of CPIO, right to review, time frames, information not falling under RTI Act, Guiding principles of disclosure, Appellate power, Appeal, Penalties & CIC, Case study and latest order w.r.t. RTI Emerging issues in RTI.

**Learning Objectives:**

After completion of the workshop, participants would be able to:

- Understand the concept of Right to Information and its spirit.
- Explain Role and Duties of Public Information Officer.
- Describe Obligation of Public Authorities towards information keeping and disclosure of information in Public Domain.
- Know how to implement RTI Act & CIC Decisions in Government Departments.
- Efficiently and effectively deal with RTI Cases received in the department.

**Target Population:**

All CPIO/Appellate Authorities in DoT/DoP.

Last date of receipt of nominations : 19-06-2015  
Course Director : Sh. Shree Ram  
Contact phone numbers : 011-26502457 (O)/09868137795  
Contact email id : [nicfghitorni@gmail.com](mailto:nicfghitorni@gmail.com)  
Course coordinator : Sh. S.C. Kapoor  
09868135512 /09891315511  
Course Co-coordinator : Sh. Chander Prakash  
09013130818  
Office phone numbers : 011-26502459 (O)/011-26501881 (Fax)

1. Joint Secretary(Admn.), DoT HQ may nominate officers from DoT HQ w.r.t. DoT letter no. 48-3/2013-Admn-III dated 13-5-2015.
2. Head of CCA Circles/Postal units may kindly nominate officers working as CPIOs/Appellate Authorities.
3. The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled course if any.
4. The officers nominated against the circular may be allowed to book their journey.
5. Officers may be requested to bring their copy of relieving order.
6. All related correspondence may be sent to the course coordinator at the following address.

**Shri S.C. Kapoor, Accounts Officer,  
O/o DG, NICF,  
Mehrauli- Gurgaon Road, Ghitorni  
New Delhi-110047.**

7. NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi. The participants are required to make payment for their stay in these hotels. Controlling Authorities are requested to sanction admissible TA advance to the officers nominated for this workshop. However the participants are free to make their own arrangement.
8. Transport:-All the participants are requested to make their own arrangement to reach the hotel from airport/railway station and vice versa.

*S.C. Kapoor*  
*28/5/15.*  
**(S.C. Kapoor)**  
**Accounts Officer**

**Copy to:**

- PPS to Secretary (T), Sanchar Bhawan, New Delhi.
- PPS to Member (Finance)/Member(S)/Member(T), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PPS to AS(T), DoT HQ, New Delhi.
- Sr. PPS to Administrator (USOF), DoT HQ, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.
- Sh. P.P. Saha, Under Secretary, DoT HQ w.r.t. their letter no. 48-3/2013-Admn-III dated 13-5-2015.