



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

No: 1-21/DG/ RTI /2014-NICF

Dated: 20.01.2015

To,

Jt. Secretary (Admn.), DoT HQ, New Delhi.
All Sr. DDsG/DDsG/Director/ADG in DoT (HQ).
JS&FA, DoP (HQ), Dak Bhawan, New Delhi.
DDG (Fin.), DoP HQ, New Delhi.
All Head of CCA Circles
IP&TAFS Officers on deputation in NCR.

Sub: Workshop on "RTI – Capacity Building and Awareness Generation".

The workshop on "RTI – Capacity Building and Awareness Generation" is scheduled to be conducted as per the particulars given below:

Course No. : 36021415

Duration : 2 days

Period : 18/02/2015 to 19/02/2015

**Venue : "Casuarina" Habitat World, India Habitat Centre,
Lodhi Road, New Delhi-110003.**

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/APIO/Appellate Authorities in DoT/DoP.

Last date of receipt of nominations : 13/02/2015
Course Director : Shri. Shree Ram
Contact phone numbers : 011-26502457 (O) 09868137795 (M)
Contact email id : nicf.gov@gmail.com
Course coordinator : Shri S.C. Kapoor
09868135512 (M)
Course Co-coordinator : Shri Chander Prakash
09013130818 (M)
Contact phone numbers : 011-26502459 (O) 011-26501881 (Fax)

1. Jt. Secretary (Admn.), DoT HQ for nomination of officers from DoT HQ w.r.t. DoT letter no. 48-3/2013-Admn-III dated: 9th January, 2015.
2. Head of CCA Circles/Postal units may kindly nominate suitable officers.
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. Nominations should be sent through Heads of CCA Circles/Postal units to this office.
7. 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**

8. Accommodation:- Accommodation would be provided by NICF to all outstation participants as per their entitlement and only on written request, However the participants are free to make their own arrangement.
9. Transport:-All the participants are hereby requested to avail prepaid Taxi/Auto service at domestic Airport/International Airport/N. D. Railway Station for both sides of travel during the course. However NICF may arrange Taxi for the officers not below the rank of STS, if written request is received.


**(Shree Ram)
Director**

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.
- JS&FA, Deptt. of Posts, Dak Bhawan, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.