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Directorate of Higher Education

Himachal Pradesh, Shimla-1

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Dated: Shimla-171001 the March, 2020

To

All the Deputy Directors of Higher Education,
in Himachal Pradesh

Subject: - Regarding Residential Workshop on Right to Information Act at Mussoorie.

Please find enclosed herewith a copy of Ref: RTI/05/21-dated: 12.03.2021 received from National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi on the subject cited above.

In this connection, it is to inform you that a Residential Workshop on Right to Information Act is being organized by NAHRD, New-Delhi from 04.05.2021 to 06.05.2021 at Mussoorie and requested to nominate Officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. A brochure which gives detailed information about the programme and participation fee is enclosed herewith for ready reference. Further, it is informed that information related to Residential Workshop on Right to Information Act is available on website: www.nahrd.in.

You are hereby directed to do the needful in the matter accordingly and send the action taken report to this Directorate through return Fax/E-mail within a week, so that further necessary action could be taken in the matter accordingly.

शिक्षा निदेशालय उच्चतर शिक्षा

24 MAR 2021

—Sign—

(Dr. Harish Kumar)

Jt. Director of Higher Education(C)

Himachal Pradesh, Shimla-1

E-mail: dhe-sml-hp@gov.in

(Phone No. 0177-2658202)

Endst. No. Even Dated: Shimla-171001 the March, 2021

Copy for information and necessary action to:-

- 1 The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 for your kind perusal and necessary action.
- 2 The Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-110024 refer to his/her Reference Number: RTI/05/21-dated: 12.03.2021.
- ✓ 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the letter on departmental website.
- 4 Guard file.

Jt. Director of Higher Education(C)
Himachal Pradesh, Shimla-1

Ref: RTI/05/21

12.03.2021

Public Information Officer/ Officer I/c RTI
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

**RESIDENTIAL WORKSHOP ON RIGHT TO INFORMATION ACT AT MUSSOORIE**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A residential workshop on Right to Information Act is being organized by NAHRD from **04.05.2021 to 06.05.2021 at Mussoorie, Uttarakhand.**

The object of the workshop is to appraise the Public Information Officers, APIOs, Appellate Authorities, Nodal Officers, Law Officers and their facilitating officers about the features of RTI Act, latest judgments of the superior courts and decisions of the CIC on the subject. The program has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. Departments, PSUs, Boards and Corporations should train their concerned officers on RTI for effective implementation. Needless to add that inapt handling of the RTI requests severely hampers the efficiency of the organization. After the workshop the participants shall have updated themselves in the following aspects:

- Provisions & Procedure under RTI Act, 2005
- Exemptions & Exclusions under the Act
- Personal & third party information under the Act
- Roles & functions of various officials (CPIOs, AAs, Nodal Officers, etc.) in implementing the act
- Improvement in the drafting skills to minimize the number of appeals
- Judgments passed by Hon'ble Supreme Court of India, Various High Courts & Information Commissions
- Handling of Online RTI applications

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

R.T.I cell
hand

This letter
may be circulated
to field functionaries
under DHE
Singh
19/3/21

Sh. Satish Kumar
CP
19/3/21

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Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is having vast experience in the field of Right to Information Act and has conducted a number of workshops on the present subject.

Sh. Mahabir Singh Kasana is a renowned trainer in the field of Right to Information. He is former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. He has developed a training package for RTI which has been distributed to all State Administrative Training Institutes. On RTI, Mr. Kasana has conducted workshops for Appellate Authorities and workshops for PIOs and APIOs. Till date he has conducted more than 400 workshops in which more than 12,000 officers from around 500 organizations have participated. He has contributed to development of various RTI Manuals under capacity building for access to information as part of UNDP project and organized International Training Program on Right to Information for Common wealth countries of Asia Region. Mr. Kasana has also authored book titled as "Right to Information Act- A Comprehensive Guide for Public Authorities to Handle RTI Matters".

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, Securities & Exchange Board of India, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee: Rs. 42,000/- plus GST @ 18% per participant

The participation fee covers the cost of accommodation on single occupancy, meals & study material of the participants. Spouse/ family members are welcome on additional all inclusive nominal charges.

Venue: Ramada by Wyndham, The Mall Road, Opposite Picture Palace, Kurli, Mussoorie, Uttarakhand: 248179

Check In- 04.05.2021 (03:00 P.M.)

Check Out- 07.05.2021 (11:00 A.M.)

The workshop will commence at 4:00 P.M. on 04.05.2021 and will conclude at 5:30 P.M. on 06.05.2021. In case of non-availability of rooms at Ramada by Wyndham as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that

participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Please note that we are going to follow all protective measures against COVID-19 such as frequent sanitizing, social distancing. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and Uttarakhand. NAHRD shall not be responsible for the same.

Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 19.04.2021.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD

Draft for
amendment

In addition, we also request you to consider nominating officers for our other residential workshops which are as under:

- Residential workshop on **Right to Information Act** from 04.05.2021 to 06.05.2021 at Mussoorie, Uttarakhand. Participation Fees: Rs. 42,000/- plus GST @ 18% per participant,
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 04.05.2021 to 06.05.2021 at Mussoorie, Uttarakhand. Participation Fees: Rs. 42,000/- plus GST @ 18% per participant,
- Residential workshop on **Government e-Marketplace (GeM) & Preventive Vigilance in Procurement** from 04.05.2021 to 06.05.2021 at Mussoorie, Uttarakhand. Participation Fees: Rs. 42,000/- plus GST @ 18% per participant,
- Residential **Skill Enhancement Program for Secretaries, Assistants and Stenographers** from 04.05.2021 to 06.05.2021 at Mussoorie, Uttarakhand. Participation Fees: Rs. 42,000/- plus GST @ 18% per participant,
- Residential workshop on **Recruitment Rules & Reservation in Services** from 18.05.2021 to 21.05.2021 at Gangtok, Sikkim. Participation Fees: Rs. 49,000/- plus GST @ 18% per participant,
- Residential workshop on **Disciplinary Rules & Procedures** from 18.05.2021 to 21.05.2021 at Gangtok, Sikkim. Participation Fees: Rs. 49,000/- plus GST @ 18% per participant,
- Residential workshop on **Goods & Services Tax (GST)** from 01.06.2021 to 04.03.2021 at Ooty, Tamil Nadu. Participation Fees: Rs. 54,000/- plus GST @ 18% per participant and
- Residential workshop on **Board Governance for Directors & KMPs** from 01.06.2021 to 04.03.2021 at Ooty, Tamil Nadu. Participation Fees: Rs. 54,000/- plus GST @ 18% per participant.

You are advised to kindly refer to brochures for details about these workshops such as course content, venue, profile of faculty members etc. Detailed brochures for these workshops are available on our website (www.nahrd.in).

For further information or clarification kindly contact:

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17/05/21