

No. EDN-H (21) B (15) 47/2023-(All Type Trainings)-  
Directorate of Higher Education,  
Himachal Pradesh, Shimla-1  
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E-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

To Dated: Shimla-171001 the March 2024  
All the Dy. Directors of Higher Education,  
In Himachal Pradesh,  
Subject: - Workshop on Right to Information act at Munnar, Kerala.

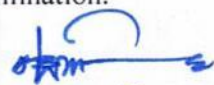
19 MAR 2024

Please find enclosed herewith copies of Ref. No. RTI/06/24 dated 23-02-2024 received from the Director, National Academy of Human Resource Development, Office: A-456, LGF, Defence Colony, New Delhi-110024 on the subject cited above.

In this connection, you are hereby directed to make wide publicity amongst the field functionaries for above said Workshop. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. The participation fee for residential participant covers the cost of lodging, boarding, meals and study material of the participants. In case of single occupancy, spouse/family members are welcome on additional all inclusive nominal charges. Further, it is informed that information related to training programme is available on [www.nahrd.in](http://www.nahrd.in).

For further information or clarification you can contact Mr. Rohit Agrawal, E-mail:rohit@nahrd.in Phone No. +91 98730 57803 and Mr. Vivek Manchanda, Email:Vivek@nahrd.in Phone No. +91 96507 45789. The nomination may be sent through Post/E-mail by providing participants' name, designation, contact number and e-mail ID alongwith Demand Draft in favour of National Academy of Human Resource Development payable at New Delhi. The participation fee is to be paid at the time of nomination.

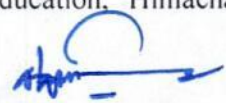
Enclosures: 3 Pages



(Dr. Amarjeet K Sharma)  
Director of Higher Education,  
Himachal Pradesh, Shimla-1

Endst. No. Even Dated: Shimla-171001 the March 2024  
Copy for information to;

1. The Director, National Academy of Human Resource Development, Office: A-456, LGF, Defence Colony, New Delhi refer to his/her References Number referred above.
2. The Technical Officer (Computer/IT Cell). Directorate of Higher Education, Himachal Pradesh to upload the letter on Department website.
3. Guard File.



Director of Higher Education,  
Himachal Pradesh, Shimla-1

Ref: RTI/06/24

23.02.2024



Public Information Officer (PIO under RTI Act)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001

## WORKSHOP ON RIGHT TO INFORMATION ACT AT MUNNAR, KERALA

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 large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on **Right to Information Act** is being organized by NAHRD from **02.06.2024 to 05.06.2024** at **Munnar, Kerala**.

Section 26 (d) of the RTI Act specifically places an obligation on the Central and State Governments to provide training to public officials. As a priority, all Public Information Officers (PIOs), Appellate Authorities and their facilitation officers need to be fully trained on what their responsibilities are under the law, how to manage applications/appeals and of course, how to apply and interpret the law. The object of the workshop is to appraise the PIOs, Appellate Authorities, Nodal Officers, Law Officers and their facilitating officers about the features of RTI Act, latest judgments of the superior courts and 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 (PIOs, AAs, Nodal Officers, etc.)
- 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, role-plays etc.

## **Faculty**

**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".

**Sh. Apendu Ganguly** is a former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience on Right to Information and has conducted a number of workshops on the present subject.

## **Participation Fee:**

Residential (Single Occupancy): Rs. 59,000/- plus GST @ 18% per participant

Residential (Twin Sharing): Rs. 50,000/- plus GST @ 18% per participant

Non-Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non- residential participants covers the cost of lunch & study material.

**Venue:** The Silvertips Munnar, Aluva-Munnar Road, Munnar, Kerala-685612

Check In- 02.06.2024 (02:00 P.M.)  
A.M.)

Check Out- 06.06.2024 (11:00

The workshop will commence at 9:30 A.M. on 03.06.2024 and will conclude at 5:30 P.M. on 05.06.2024. However, there will be an introductory session on 02.06.2024 after all participants had reported at the venue. In case of non-availability of rooms at the Hotel Silver Tips as on date of nomination, arrangements for stay shall be made in another property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with 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:

Name of Beneficiary: National Academy of Human Resource Development

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

KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

**Rohit Agarwal**

Email- rohit@nahrd.in

Phone- +91 9873057803

**Vivek Manchanda**

Email-vivek@nahrd.in

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case any nominated participant 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.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **20.05.2024**.

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

In addition, we also request you to consider nominating officers for our other workshops (May 2024 to August 2024). Details are as under:

- **Goods & Services Tax (GST)** from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- **Audit, Accounting & Financial Management** from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- **Contract Management, Dispute Resolution & Arbitration** from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- **Government e-Marketplace (GeM) & Preventive Vigilance in Procurement** from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- **Capacity Building Program for DDOs** from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- **Cyber Hygiene & Security** from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- **Use of Artificial Intelligence at Workplace** from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- **Advance Excel & Data Analytics** from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- **Work Life Balance & Leadership Development** from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- **Capacity Building Program for Secretaries, Assistants & AOs** from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- **Right to Information Act** from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- **Rosters & Reservation in Services** from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- **Handling of Court Cases** from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- **Disciplinary Rules & Procedures** from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- **Pay Fixation Rules** from 25.06.2024 to 28.06.2024 at Leh (Ladakh),
- **Management of Training & Training of Trainers** from 25.06.2024 to 28.06.2024 at Leh (Ladakh),
- **Preventive Vigilance** from 25.06.2024 to 28.06.2024 at Leh (Ladakh),
- **Establishment Rules** from 25.06.2024 to 28.06.2024 at Leh (Ladakh) and
- **Organizational Development & Culture** from 05.08.2024 to 10.08.2024 at Singapore & Kuala Lumpur.

Kindly refer to the detailed brochure for details of any of the workshops mentioned above.

**For further information or clarification kindly contact:**

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