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No. EDN-H (21) B (15) 47/2021-Training-
Directorate of Higher Education
Himachal Pradesh, Shimla-1
Telephone No. 0177-2653120, 2653575, Extn. 234, Fax: 2812882
E-mail: dhe-sml-hp@gov.in & E-mail: genbr@rediffmail.com

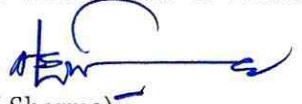
Dated: Shimla-171001 the November, 2021

To

All the Deputy Directors of Higher Education,
in Himachal Pradesh

Subject: - 1 RESIDENTIAL WORKSHOP ON Right to Information Act at Udaipur.
2 Residential & Online Workshops by NAHRD (November 2021 to March, 2022).


Please find enclosed herewith a copy of Ref: UCW/1021-dated: 25.10.2021 and Ref: RTI/01/22-dated 26.10.2021 received from the Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi for information & further necessary action at your end.


(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1
(Phone No. 0177-2658052)
dhe-sml-hp@gov.in

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

Copy for information and necessary action to:-

- 1 The Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-110024 refer to his/her References referred above.
- 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the letter on departmental website.
- 3 Guard file.


Director of Higher Education
Himachal Pradesh, Shimla-1

शिक्षा निदेशालय उच्चतर शिक्षा
25 NOV 2021

Ref: UCW/10/21

2147946
1-11-21
25.10.2021

Officer I/c (Training/HRD/Personnel)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

RESIDENTIAL & ONLINE WORKSHOPS BY NAHRD (NOVEMBER 2021 TO MARCH 2022)

Respected Sir/ Madam,

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Government, Autonomous Bodies, Statutory Authorities, Public Sector Undertakings etc.

Department of Personnel & Training, Government of India has issued National Training Policy and guidelines for its implementation providing that all employees of all organizations from lowest to the senior most levels need to be provided training to equip them with competencies for their current and future work. It specifically calls for using services of "Centre of Excellence" to meet training needs on domain specific subjects to build professional competencies in relevant fields. NAHRD as Centre of Excellence has designed customized domain and theme based training programs with objective of providing deeper knowledge and understanding, incorporating latest developments underpinning the smart practices to facilitate experimental learning and sharing amongst participants.

Various areas of our expertise are Right to Information Act, Preventive Vigilance, Disciplinary Rules & Procedures, Public Procurement, GeM, Reservation in Services, Prevention of Sexual Harassment of Women at Workplace, Companies Act, Goods & Services Tax, Leadership Development, Labour Laws, Handling of Court Cases, Information Technology Tools and many more.

We are organizing following residential workshops:

- Residential workshop on **Government e-Marketplace (GeM) & Preventive Vigilance in Procurement** from 23.11.2021 to 26.11.2021 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 23.11.2021 to 26.11.2021 at Jim Corbett National Park (Uttarakhand),

Satish Sharma

National Academy of Human Resource Development
Office : A-304, Ground Floor, Defence Colony, New Delhi-110024

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- Residential workshop on **Corporate Social Responsibility (CSR)** from 23.11.2021 to 26.11.2021 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Recruitment Rules, Roasters and Reservation in Services** from 07.12.2021 to 10.12.2021 at Port Blair (A&N Islands),
- Residential workshop on **Disciplinary Rules & Procedures** from 07.12.2021 to 10.12.2021 at Port Blair (A&N Islands),
- Residential workshop on **Right to Information Act** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Pay Fixation Rules, MACP, NPS** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Preventive Vigilance** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Work Life Balance & Leadership Development** from 14.02.2022 to 16.02.2022 at Goa,
- Residential workshop on **Recruitment Rules, Roasters and Reservation in Services** from 14.02.2022 to 16.02.2022 at Goa,
- Residential workshop on **Disciplinary Rules & Procedures** from 14.02.2022 to 16.02.2022 at Goa,
- Residential workshop on **Goods & Services Tax (GST)** from 17.02.2022 to 19.02.2022 at Goa,
- Residential workshop on **Audit, Accounting, Budgeting & Financial Management** from 17.02.2022 to 19.02.2022 at Goa,
- Residential workshop on **Board Governance & Financial Literacy for Directors, Independent Directors and KMPs** from 17.02.2022 to 19.02.2022 at Goa,
- Residential workshop on **Handling of Court Cases** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand),
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand),
- Residential **Skill Enhancement Program for Executive Secretaries and Assistants** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand) and

- Residential workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand).

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

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 arrival.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd., Indian Oil Ltd., BPCIL, HPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, ANPT, IDBI Bank, Quality Council of India, ONGC, Indian Space Research Organisation, Directorate of Advertising & Visual Publicity, Border Security Force, GAC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, GAIL India Ltd., New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organisation, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd., V. Sangathan, Bureau of Indian Standards, SJVN Ltd., NTPC Ltd., PFMS Ltd., Rail Vikas Nigam Limited, Power Grid Corporation of India Ltd. and many more.

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

In addition, we can also organize online/ offline customized workshops for your organization as per your requirement. You are kindly requested to make most of the opportunity and send your nominations at the earliest.

Thanks & Regards



For NAHRD

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

- Online workshop on **Goods & Services Tax (GST)** from 11.11.2021 to 12.11.2021,
- Online workshop on **Leadership Challenges of Digital Transformation** from 11.11.2021 to 12.11.2021,
- Online workshop on **Roasters & Reservation in Services** from 16.11.2021 to 17.11.2021,
- Online workshop on **Right to Information** from 17.11.2021 to 18.11.2021,
- Online workshop on **Emotional Intelligence for Leaders** from 01.12.2021 to 02.12.2021,
- Online workshop on **Labour Laws & HR Compliances** from 01.12.2021 to 02.12.2021,
- Online workshop on **Project Management** from 13.12.2021 to 17.12.2021,
- Online workshop on **Corporate Social Responsibility (CSR)** from 14.12.2021 to 15.12.2021,
- Online workshop on **Gender Sensitization and Prevention of Sexual Harassment of Women at Workplace** from 14.12.2021 to 15.12.2021,
- Online workshop on **Disciplinary Rules & Procedures** from 16.12.2021 to 17.12.2021,
- Online workshop on **Government e-Marketplace (GeM)** from 16.12.2021 to 17.12.2021,
- Online workshop on **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 20.01.2022 to 21.01.2022,
- Online workshop on **Government e-Marketplace (GeM)** from 20.01.2022 to 21.01.2022,
- Online workshop on **Pay Fixation Rules** from 24.01.2022 to 25.01.2022,
- Online workshop on **Contract Management & Dispute Resolution** from 24.01.2022 to 25.01.2022,
- Online workshop on **Roasters & Reservation in Services** from 27.01.2022 to 28.01.2022,

- Online workshop on **Goods & Services Tax (GST)** from 27.01.2022 to 28.01.2022,
- Online workshop on **Project Management** from 31.01.2022 to 04.02.2022,
- Online workshop on **Disciplinary Rules & Procedures** from 01.02.2022 to 02.02.2022,
- Online workshop on **Right to Information Act** from 01.02.2022 to 02.02.2022,
- Online workshop on **Labour Laws & HR Compliances** from 03.02.2022 to 04.02.2022,
- Online workshop on **Gender Sensitization and Prevention of Sexual Harassment of Women at Workplace** from 03.02.2022 to 04.02.2022,
- Online workshop on **Public Procurement, CPPP & GeM** from 07.02.2022 to 09.02.2022,
- Online workshop on **Preventive Vigilance** from 08.02.2022 to 09.02.2022,
- Online workshop on **Government e-Marketplace (GeM)** from 10.02.2022 to 11.03.2022 and
- Online workshop on **Public Premises (Eviction of Unauthorized Occupants) Act, 1971** from 10.03.2022 to 11.03.2022.

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

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Ref: RTI/01/22

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



26.10.2021

RESIDENTIAL WORKSHOP ON RIGHT TO INFORMATION ACT AT UDAIPUR

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 **13.01.2022 to 15.01.2022** at **Udaipur, Rajasthan**.

The object of the workshop is to appraise the Public Information Officers, Appellate Authorities, Nodal Officers, Law Officers and their facilitating officers about the features of the Right to Information 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 Government Departments, Public Sector Undertakings, Boards, Corporations and all other public authorities should train their concerned officers on RTI for its 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, Appellate Authorities, Nodal Officers, etc.)
- Improvement in the drafting skills to minimize the number of appeals
- Judgments passed by Honble 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.

~~Sh. Satish Sharma~~
Sh. Satish Sharma
OUP

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:

Single Occupancy- Rs. 45,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 40,000/- plus GST @ 18% per participant

The participation fee 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.

Venue: The Fern Residency, Hiran Magri, Udaipur, Rajasthan- 313001

Check In- 13.01.2022 (2:00 PM)

Check Out- 16.01.2022 (12 Noon)

The workshop will commence at 4:00 P.M. on 13.01.2022 and will conclude at 5:30 P.M. on 15.01.2022.

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

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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. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill all travel requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

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 of accepting nominations is 03.01.2022.

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 residential workshops which are as under:

- Residential workshop on **Government e-Marketplace (GeM) & Preventive Vigilance in Procurement** from 23.11.2021 to 26.11.2021 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 23.11.2021 to 26.11.2021 at Jim Corbett National Park (Uttarakhand),
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