



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

**No: 1-1/DG/ 'A' Circular /2013-NICF**

**25**  
**Dated: 24.10.2013**

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 Heads of CCA Circle  
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. : 14111314**

**Duration : 2 days**

**Period : 12/11/2013 to 13/11/2013**

**Venue : Seminar Hall – I, India International Centre,  
40, Max Mueller Marg, 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:

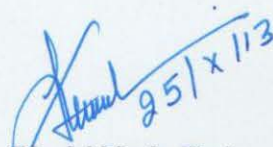
All CPIO/APIO/Appellate Authorities in DoT/DoP.

Last date of receipt of nominations : 04/11/2012  
Course Director : Shri. Kashi Nath Jha  
Contact phone numbers : 011-26502457 (O) 09013130181 (M)  
Contact email id : [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)  
Course coordinator : Shri. Niranjana Kumar  
09968665776 (M)  
Co course coordinator : Shri. B Jena  
09412715111 (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: 31<sup>st</sup> July, 2013 regarding capacity building & Awareness Generation.
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. **For enquires related to vehicle arrangements/transport etc... Shri. Balmiki Jena, CAO of this office may be contacted on 09412715111(M), 011-26502459 (O)**
7. Nominations should be sent through Heads of CCA Circles/Postal units to this office.
8. All related correspondence may be sent to the course coordinator at the following address.

**Shri. Niranjana Kumar, CAO**  
**O/o DG, NICF,**  
**Mehrauli- Gurgaon Road, Ghitorni**  
**New Delhi-110047**

9. For accommodation and boarding arrangements to be booked by NICF, a request letter be sent to NICF on before 04.11.2013.

  
(Kashi Nath Jha)  
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.