

**भारतीय कृषि अनुसंधान प्रधान
कृषि भवन : नई दिल्ली**

फा0सं0 प्रशा-7/2/2018- का.अ.

दिनांक 10 जनवरी 2018

कार्यालय ज्ञापन

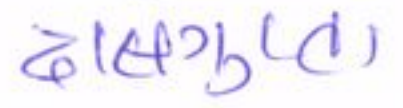
विषय : सूचना के अधिकार - जन सूचना अधिकारी (आरटीआई-पीआईओ)-- एक क्षमता निर्माण कार्यक्रम 14 से 15 मार्च, 2018 तक आईएसटीएम, नई दिल्ली में आयोजित करने के लिए।

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान (आईएसटीएम), नई दिल्ली ने: सूचना के अधिकार - जन सूचना अधिकारी (आरटीआई-पीआईओ)-- एक क्षमता निर्माण कार्यक्रम 14 से 15 मार्च, 2018 तक आईएसटीएम, नई दिल्ली में आयोजित करने के लिए नामांकन आमंत्रित किए हैं। कार्यशाला के विवरण के लिए आई.एस.टी.एम सक्क्युलर नंबर सं: A-33066/9/2017-आई.एस.टी.एम दिनांक 19th दिसम्बर, 2017 देखे (प्रति संलग्न) है।

जो अधिकारी उक्त प्रशिक्षण कार्यक्रम में भाग लेने के इच्छुक हों, वे अपना नामांकन आईएसटीएम, नई दिल्ली को आग्रहित करने के लिए उचित माध्यम द्वारा अधिक से अधिक 25.01.2018 तक संलग्न निर्धारित नामांकन प्रपत्र में भेज दें।

वे अधिकारी जो इस कार्यशाला में सम्मिलित होना चाहते हैं, अपने नामांकन संलग्न नामांकन प्रपत्र में भरकर सक्षम प्राधिकारी के माध्यम से परिषद को दिनांक 25.01.2018 तक परिषद को भेज दे ताकि उसे सचिवालय प्रशिक्षण तथा प्रबंधन संस्थान, नई दिल्ली को अग्रहित किया जा सके। नामांकन सीधे सचिवालय प्रशिक्षण तथा प्रबंधन संस्थान, नई दिल्ली को न भेजे जाय। आई एस टी एम को सीधे ऑनलाइन भेजे गये नामांकन पर परिषद द्वारा कोई कारवाई नहीं की जायेगी। केवल उन्ही अधिकारियों को ऑनलाइन नामांकन भरने के लिए कहा जायेगा जिनके नामांकन परिषद द्वारा अनुमोदित किये जायेगे। तथापि केवल वही अधिकारी उक्त कार्यशाला में भाग लेने के पात्र होंगे जिनके नामांकन सचिवालय प्रशिक्षण तथा प्रबंधन, नई दिल्ली द्वारा स्वीकार किये जायेगे।

जो अधिकारी इस कार्यशाला में पहले ही भाग ले चुके हैं वे कृप्या पुनः आवेदन न करें। आईएसटीएम, नई दिल्ली द्वारा नामांकन स्वीकार कर लिए जाने के पश्चात आवेदकों को अपने नामांकन वापस लेने की अनुमति नहीं दी जाएगी।


(सुपर्णा दासगुप्ता)
अवर सचिव (का0अ0)

वितरण

1. भा.कृ.अ.प. मुख्यालय, कृषि भवन/कृषि अनुसंधान भवन 1 व 2 तथा एनएएससी स्थित समस्त अधिकारी/अनुभाग को वैबसाईट के माध्यम से।
2. भा.कृ.अ.प. के समस्त संस्थानों /रा.अ.के./प्रा.नि./ब्यूरो के निदेशक।
3. आई.एस.ओ. डीकेएमए, कृ.अ.भ.- 1 पूसा, नई दिल्ली को वैबसाईट में अपलोड करने हेतु।
4. गार्ड फाइल।

NOMINATION FORM

Annexure-II

Course Title:

Course Code:

Date: From _____ to _____

1.	Name:	First*	Middle	Last*
	Name in Hindi:			
2.	Father's / Husband's Name:			
3.	Designation*:		4.	Date of joining / last promotion:
5.	Pay Band:		6.	Grade Pay / Scale of Pay:
7.	Gender*:		8.	Date of Birth*:
9.	Organisation Name*:		10.	Organisation Type*:
11.	Organisation Street Address*:		12.	Organisation City*:
13.	Organisation State*:		14.	Pin Code*:
15.	Organisation Email*:		16.	Organisation Phone*:
17.	Residence Street Address*:		18.	Residence City*:
19.	Residence State:		20.	Pin Code*:
21.	Residence Email*:		22.	Residence Phone*:
23.	Category*: (SC/ST/OBC/GEN)		24.	Emergency Contact Details*:
25.	Educational Qualification*:			
26.	Service to which belongs*:			

27. Brief Service Particulars:

S.No.	Post Name	From	To	Scale of Pay	Nature of Duty

28.	Whether fulfils eligibility conditions*:	Yes / No
29.	Whether Hostel Accommodation is required*:	Yes / No

30.	How the training is likely to benefit the nominee as well as the organisation (in 2 lines)*:	
31.	Previous courses attended at ISTM (with dates in bracket)*:	

I certify that the above information is correct:

Signature of the Nominee _____

TO BE FILLED IN BY THE SPONSORING AUTHORITY

It is certify that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Details of the Sponsoring Authority (All fields are mandatory)*:

Name:	
Designation:	
Complete Postal Address (with Pin code):	
Telephone Number (with code):	
Fax Number (with code):	
Signature with Office seal:	



फा.सं/ FILE NO:A-33066/9/2017-ISTM

भारतसरकार/ GOVERNMENT OF INDIA

सचिवालयप्रशिक्षणतथाप्रबन्धसंस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिकएवंप्रशिक्षणविभाग/ DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिकब्लॉक, ज.ने.वि. परिसर(पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफपाल्मेमार्ग, नईदिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26177058; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 19th December, 2017

To

1. All Central Ministries / Departments
2. All Attached / Subordinate Offices
3. All Public Sector Undertakings/ Autonomous Bodies/ Statutory Bodies

Subject :- A capacity Building Programme on "Right to Information - Public Information Officer" (RTI-PIO) to be held from 14th to 15th March, 2018 at ISTM, New Delhi.

Sir / Madam,

I am directed to say that the Institute of Secretariat Training and Management will be conducting A capacity Building Programme on "Right to Information - Public Information Officer" (RTI-PIO) to be held from 14th to 15th March, 2018 at ISTM, New Delhi for officers who are senior in rank to the PIOs in various Public Authorities and having the responsibility to function as Public Information Officer under RTI Act, 2005.

2. The aim of the training programme is to provide to the First Appellate Authorities under the RTI Act 2005, a platform to discuss various nuances of considering an appeal against the decision of the Public Information Officer.

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations, the level and type of participants as indicated in Annexure may be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institute should not be nominated for this programme.

4. Nomination (s) in the prescribed proforma may be sent to this Institute, so as to reach latest by 13.02.2017. However, it is compulsory to fill the nomination form online through ISTM website (www.istm.gov.in). The receipt of nomination does not guarantee admission of an officer in the course. Therefore, the officer(s) concerned should be relieved for attending the programme only after receipt of specific confirmation regarding acceptance of the nomination.

Yours faithfully,

Encl: Annexure

(U.S. Chattopadhyay)
Deputy Director &

Level of Participants

Officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act, 2005.

Duration

One day (0930 hrs – 1700 hrs).

Aim

With a view to strengthening the first check post of RTI regime of transparency of information, the Workshop aims to provide to the first appellate authorities a platform to discuss various nuances of considering an appeal against denial of information.

Objectives

By the end of this workshop, the participants will be able to:

- ✓ Admit a fully referenced appeal;
- ✓ Scan CPIOs action on original request for information; and
- ✓ Respond through a speaking order.

Course Contents

- ✓ Details of appeal by a requester or a third party.
- ✓ Grounds for appeal.
- ✓ Consideration of appeal.

Methodology

With a view to generating a learning environment the Workshop would be conducted through highly participative training methods including experience sharing, problem solving and presentations.

Language