MINISTRY OF DEFENCE

(Office of JS & CAO)
(DEFENCE HEADQUARTERS TRAINING INSTITUTE)

Sub: WORKSHOP ON RIGHT TO INFORMATION ACT ON 13 MAR 2018

- 1. The Defence Headquarters Training Institute will be conducting a workshop on "Right to Information Act" on 13 Mar 2018 in its premises located at B- Block, Room No. 185-A. The workshop will be held from 10:00 AM to 04:30 PM.
- 2. <u>Eligibility</u>: The workshop is meant for all AFHQ officers and Service officers working in various Service HQs/ISOs who are dealing with or are expected to deal with Right to Information Act.
- 3. Aim of the course: The aim of the course is to equip the participants with knowledge and skills to handle the work of PIOs and help the Ministries/ Departments/Organisation in implementing the provisions of the Right to Information Act.

4. Objectives:

- a) Describe the purpose and concept of Right to Information.
- b) Explain the salient features of Act and possible implications
- c) Describe the process of seeking and providing information
- d) List exemptions prescribed
- e) Explain procedure of appeals and penalties imposable by Information Commission
- f) Describe Responsibilities of Public Authorities
- g) List out recent development in the field of RTI.
- 5. The workshop capacity is 25 participants. Nominations will be accepted on first come first served basis. The applications of eligible officers desirous of undergoing the workshop may be forwarded by <u>07 Mar 2018</u>, as per proforma at Appendix 'A' to this note, duly recommended.

(Deepak Kumar Bist)
Dy 4Director, DHTI
Tele: 23014686

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WORKSHOP ON RIGHT TO INFORMATION ACT (13 Mar 2018)

APPLICATION PROFORMA

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