

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

CORRIGENDUM

Sub: WORKSHOP ON RIGHT TO INFORMATION ACT
ON 20 JULY 2021

1. Refer this office ID note of even no dated 05 May 2021 (copy Enclosed).
2. The workshop on RTI was scheduled to be held on 20 Jun 2021. Now the date of the said workshop has been revised as under:-

FOR: (Para 1)

The Defence Headquarters Training Institute will be conducting a workshop on "*Right to Information Act*" on **20 June 2021** in its premises located at B- Block, Room No. 185-A. The workshop will be held from 10:00 AM to 04:30 PM.

Read: (Para 1)

The Defence Headquarters Training Institute will be conducting a workshop on "*Right to Information Act*" on **20 July 2021** in its premises located at B- Block, Room No. 185-A. The workshop will be held from 10:00 AM to 04:30 PM.

3. Accordingly the last date of receiving of the application of eligible officers/officials at DHTI will be 16 Jul 2021.
4. Rest no change in above mentioned ID note.



(Gunjan Gandhi)
Dy Director, DHTI
Tele: 23011936

AS PER STANDARD DISTRIBUTION LIST

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MoD, O/o JS & CAO, ID No. A/26003/12/CAO/Trg dated 11 June 2021

WORKSHOP ON RIGHT TO INFORMATION ACT
(20 JULY 2021)
APPLICATION PROFORMA

1. Name (English) : Sh/Smt/Kum. _____
(Hindi) : _____
2. Date of Birth : _____
3. Designation & Date of Appt
in the Grade : _____
4. Employee ID No.* : _____
5. Present functional area &
broad job description : _____
6. Office Address (Including
Room No., Block, Wing, Building etc.) : _____

7. Office Telephone No. : _____
8. Mobile No. : _____
(Whatsspp No is mandatory)

I confirm that I shall attend the classes as per the mandated date and time.

(Applicant's Signature)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

Certified that in the event of selection, Shri/Smt/Kum _____ for
the course, he/she will be relieved by this office to attend the workshop.

Date


Signature
Name & Designation
Office & Tele No.

* EMPLOYMENT ID NO. IS MANDATORY

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

Sub: WORKSHOP ON RIGHT TO INFORMATION ACT
ON 20 JUNE 2021

1. The Defence Headquarters Training Institute will be conducting a workshop on "*Right to Information Act*" on **20 June 2021** 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. **Eligibility:** 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/Organisations in implementing the provisions of the Right to Information Act.
4. **Objectives:**
 - a) Purpose and concept of Right to Information.
 - b) Salient features of Act and possible implications
 - c) Process of seeking and providing information
 - d) List of exemptions prescribed
 - e) Procedure of appeals and penalties imposable by Information Commission
 - f) Responsibilities of Public Authorities
 - g) Recent developments in the field of RTI.
5. The workshop capacity is 12 participants. Nominations will be accepted on first come first basis. The applications of eligible officers, desirous of undergoing the workshop, may be forwarded by **15 Jun 2021**, as per proforma at Appendix 'A' to this note, duly recommended.


(Gunjan Gandhi)
Dy Director, DHTI
Tele: 23011936

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MoD, O/o JS & CAO, ID No. A/26003/12/CAO/Trg dated 05 May 2021