



रक्षा लेखा नियंत्रक(सेना)
CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी 250001 -
Belvedere Complex, Ayudh Path, Meerut Cantt-250 001
0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216
ई-मेल आई.डी./e-mail id: oandmcdaarmy.dad@hub.nic.in
(Through Email and website)



सं. संग. एवं प./प्रशि.नामांकन/ISTM/ 2023-24

दिनांक: 08.02.2024

सेवा में,

1-प्रभारी अधिकारी मुख्य कार्यालय के समस्त अनुभाग	2- प्रभारी अधिकारी समस्त उप कार्यालय
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विषय:-One Day online Seminar on "Right to Information Act, 2005"

संदर्भ:-मुख्यालय कार्यालय पत्रांक TD/AN/1013/Trg-E1/2023-24, दिनांक 05.02.2024 (प्रति संलग्न)।

कृपया मुख्यालय कार्यालय के संदर्भित पत्र का संज्ञान लेने का कष्ट करें, उक्त संबंध में मुख्यालय कार्यालय द्वारा सूचित किया गया है कि निम्न प्रशिक्षण दिनांक 26/03/2024 को ONLINE माध्यम द्वारा आयोजित किया जाएगा:

S.No.	Name of course	Period of course	Last date for submission of nomination	Level of Officers required for nomination	Mode of Training
(i)	One Day online Seminar on "Right to Information Act, 2005"	26/03/2024	01.03.2024	Section Officers and above in Ministries/Departments	Online

2. अतः आपसे अनुरोध किया जाता है कि आप अपने अनुभाग/कार्यालय में कार्यरत ऐसे willing एवं eligible अधिकारियों को नामित करें, जिन्हें संबंधित विषयों पर प्रशिक्षण की आवश्यकता है एवं इस प्रकार का प्रशिक्षण पूर्व में प्राप्त नहीं किया हो को नामित करें।

3. नामित अधिकारियों को ISTM की website पर Self Registration करने हेतु निर्देशित करें।

4. Registration के उपरांत, Sponsoring letter ISTM नई दिल्ली को e-mail अथवा fax के माध्यम प्रेषित करें एवं सूचना इस कार्यालय/अनुभाग को प्रेषित करें।

5. उक्त Course का आयोजन 'ONLINE' माध्यम से कराया जा रहा है अतः इस पाठ्यक्रम हेतु यात्रा/दैनिक भत्ता देय नहीं है।

6. कृपया रजिस्ट्रेशन की प्रति इस अनुभाग/ कार्यालय को दिनांक 15/02/2024 तक प्रेषित करें, ताकि आवश्यक सूचना मुख्यालय कार्यालय को प्रेषित की जा सके।

समूह अधिकारी द्वारा अवलोकित।

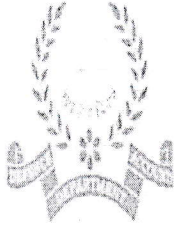
संलग्न:-यथोपरि

वरिष्ठ लेखा अधिकारी
(संग. एवं प. कक्ष)

प्रतिलिप:-

प्रभारी अधिकारी IT & S अनुभाग (स्थानीय)	वैबसाइट पर अपलोड करने हेतु।
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वरिष्ठ लेखा अधिकारी
(संग. एवं प. कक्ष)



“हर काम देश के नाम”

कार्यालय रक्षालेखा महानियंत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE
ACCOUNTS

प्रशिक्षण एवं विकास केंद्र (सेंट्रल)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
NEAR ARMY BASE HOSPITAL, BRAR SQUARE,
DELHI CANTT.-110010

फ़ोन Ph : 011- 25682457, 25694268/98 Fax : 011-25694308

ईमेल E-mail : trgdiv-brar.cgda@nic.in

No. TD/AN/1013/Trg-E1/2023-24

Dated : 05.02.2024.

To,

1. All PCsDA/CsDA
2. All PIFAs/IFAs
(Through CGDA WAN only)

Subject: Training Programmes conducted by ISTM New Delhi.

ISTM, under the Deptt. of Personnel & Training (DoPT) is organizing the under mentioned Training Programmes for the officers of Ministries/Departments of Govt. Of India:

S.No	Name of course	Period of course	Last date for submission of nomination	Level of officers required for nomination	Mode of Training
i	Five Days Training Programme on “Workshop on MS-Office Suite- (MS-OS-09)”	08/04/24 to 12/04/24	28.02.2024	Officers and Staff in Central Government Officers	Offline
ii	One Day online Seminar on “Right to Information Act, 2005” .	26/03/24	01.03.2024	Section officers and above in Ministries / Departments	Online

2. **Nomination form** for the above workshop/training is to be filled by the officials nominated through ISTM website link as mentioned in their notification (copy enclosed). The sponsoring letters may be sent to ISTM separately by Email/Fax. A copy of course details is enclosed herewith for ready reference.

3. There is no course fee for officers of the Central Government.

4. As course in serial no (ii) at para 1 above, is in online mode so only such officers should be nominated who can attend these programmes on whole time basis and having proper internet connectivity and Computer/Laptop facility. Any officer, who has already attended similar workshop/training conducted by ISTM, may not be nominated. Nominations of eligible officials complete in all respects should reach ISTM latest by above mentioned date as indicated in para 1 above.

5. The names of the selected candidates will be published on website of ISTM www.istm.gov.in and no separate communication to the participants will be issued. Therefore all sponsoring authority should ensure that only those candidates whose name appear on the website may be relieved for the course.

6. A copy of the nomination detail may also be forwarded to this office for our record. The nominated officers may also be directed to submit soft copy of the material, received from ISTM during training, to CENTRAD along with Feedback report of the programme.



(Mohan Kumar)
Sr. Accounts Officer (Trg)

Copy to :

(i) The Officer-in-Charge
IT&S Wing, CGDA HQrs.

:For uploading on CGDA WAN please.

(ii) The Officer-in-Charge
AN-IV Section, CGDA HQrs

:For nomination of two officers in each course who
are dealing with such work in this office.



(Mohan Kumar)
Sr. Accounts Officer (Trg)

• Fwd: One Day online Seminar on Right to Information Act, 2005 on 26th March, 2024-reg.

From : AN-III (Section), O/o CGDA <aniii.cgda@nic.in>

Tue, Jan 30, 2024 05:26 PM

Subject : Fwd: One Day online Seminar on Right to Information Act, 2005 on 26th March, 2024-reg.

To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

Please refer trail mail for further necessary action please

regards
AN-III



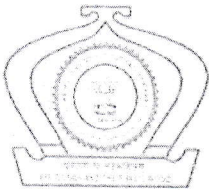
From: "ISTM" <noreply-istm@nic.in>

To: "anand.prakash62" <anand.prakash62@nic.in>

Sent: Tuesday, January 30, 2024 5:05:26 PM

Subject: One Day online Seminar on Right to Information Act, 2005 on 26th March, 2024-reg.

Sh. Sanjay, AD



आजादी का
अमृत महोत्सव

फा.सं / FILE NO:Y-21011/01/2024-Coord

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 30th January, 2024

To

1. All Ministries/Departments of the Govt. of India
2. All Attached Office of the Govt. of India
3. All Union Territory Administrations
4. All Subordinate Offices of the Govt. of India.
5. All Autonomous Bodes/PSUs

Subject: One Day online Seminar on Right to Information Act, 2005 on 26th March, 2024-reg.

Madam/Sir,

The Institute of Secretariat Training and Management (ISTM) will be conducting one dayse minar on Right to Information Act, 2005 on 26th March, 2024.

2. This seminar is intended for officers of the level of Section Officers and above of Ministries/ Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs.

3.

Details of the Seminar, eligibility requirements etc are at Annexure-I. Nomination form for the course may be filled online

at www.istm.gov.in/home/online-nomination form. It may kindly be noted that it is mandatory to fill form online. Hard Copies of the nomination forms of eligible officers duly countersigned by the sponsoring authority may please be forwarded latest by **01.03.2024**.

4. All sponsoring authorities are requested to ensure that candidates selected for the seminar are relieved to attend the course only on receipt of clear communication to that effect from ISTM.

5. A Course fee of Rs. 2,000 per participant is payable in respect of nominees from Autonomous Institutes/Public Sector Undertakings. Bank draft/ Cheque to be drawn in favor of "PAO (DP & AR)", New Delhi.

Yours faithfully,

Sd/
RK Kundi)
Faculty Consultant & Course Director
Tel No. 011-26737544

Annexure-I

The Institute

Established in 1948, ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) Government of India, and a lead resource center in the country for strengthening professional capabilities of civil servants. It has been imparting training to officers of Central Government, State Government, Public Sector Undertakings, and Autonomous Bodies etc. As partner to reforms in governance, ISTM endeavors to conduct training courses in the emerging areas for capacity building. Since the enactment of the Right to Information Act 2005, ISTM is involved in the area of Right to Information.

The Background

The aim of the course is to generate awareness about the various provisions of RTI and to enable the government functionaries in the effective implementation of the Act.

Level of Participants

The course is intended for officers of the level of Section Officers and above of Ministries/Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs.

Course Contents

The seminar has been designed in such a way that each section of the Act is critically examined to impart complete understanding of the law and issues relating to the implementation of the Act.

Methodology

The course will be highly interactive and participative in nature. The methodology involves:-

- Input
- Group Discussions
- Plenary discussions

Nomination

Hard copies of nominations forms in the prescribed format duly completed and signed by the Sponsoring Authority should reach the concerned course coordinator, at the following address:

There is no capitation fee for Central Govt. & State Govt. officers. A capitation fee of Rs. 3,000/- (Rupees Two Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Capitation fee is required to be paid through online payment mode after the participation is confirmed and before the commencement of the course. Fees is payable to PAO (DP & AR) as per details given below:-

Website – Bharatkosh.gov.in

Ministry – Personnel, P.G & P

If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

Shri Rajeev Kumar Kundi
Faculty Consultant & Course Director

Institute of Secretariat Training & Management
Room No. 109, Administrative Block, JNU Campus (Old), Olof Palme Marg,
New Delhi-110067
Tel No. 011-26737609

[Email:-rajeev.kundi@nic.in](mailto:rajeev.kundi@nic.in)