

No. A-33022/31/2014-UIDAI (T-5a)
Unique Identification Authority of India
(HR Division)

4th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi - 110 001
Dated : 8th March, 2022

Circular

Sub : Online training on 'Stress Management' for Officers/ Officials of UIDAI under In-House Training Program of UIDAI - reg.

As a part of the In-house Training Program Scheme of UIDAI, an half-day training program on 'Stress Management' has been scheduled to be conducted through Online mode from 10.30 a.m. to 1.30 p.m. on 11th March, 2022. Training Sessions will be delivered by a Guest Faculty viz. Shri Bhagaban Padhy, Deputy Director, ISTM through VC.

2. In view of above, all the **Officers and staff (including NISG and other contractual staff) in all Offices of UIDAI (HQ/ROs/Tech Centre/Data Centres) are requested to attend the half-a-day training program as per schedule mentioned above, through VC.** The VC link will be provided in due course.

3. This issues with the approval of the Competent Authority.

(Kusum Choudhary)
Section Officer (HR)
011-23478569

To,
All Officers and Staff of UIDAI

Copy to:

1. All DDGs and ADGs at UIDAI (HQ/RO/TC/Data Centres) with a request to ensure that all the willing Officers/ staff in their FWs/Offices attend this online training program as per schedule.
2. OSD to CEO, UIDAI
3. DD (Admin) – It is informed that the Guest Faculty will be coming to UIDAI (HQ) for delivering the lecture through VC on 11/3/22. Accordingly, you are requested to make necessary arrangements w.r.t. providing VC link, remitting honorarium to Guest Faculty (as per approval attached), providing tea/coffee/snacks/ Lunch to the Guest Faculty (approx. 2 Nos) and providing transport facility to pick and drop Faculty member.
4. KM Division : For posting the circular on KM portal for wider circulation
5. Ms. Sakshi Chopra, AM-HR/ ASO (AS)-HR Division, UIDAI (HQ) – for necessary coordination
6. Guard File

No. A-33022/31/2014-UIDAI (T-5a)
Unique Identification Authority of India
(HR Division)

4th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi – 110 001
Dated : 03 March, 2022

Circular

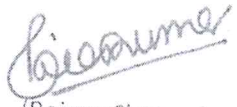
Sub : In-House training on 'Noting and Drafting' for Officers/ Officials of UIDAI(HQ) and Regional Office, Delhi-reg.

As a part of the In-house Training Scheme of UIDAI, a full-day training program on 'Noting and Drafting' has been scheduled to be conducted at 8th Floor Hall of UIDAI (HQ) from 10.30 a.m. to 5.30 p.m. on 4th March, 2022. This training is being organized for officers/ officials of the level of Section Officer and below at UIDAI (HQ) and Regional Office-Delhi. Training Sessions will be delivered by the Guest Faculties from ISTM as under:-

- | | | |
|------|---|---|
| (i) | Shri Jitendar Bhati, Ex-Faculty, ISTM | Three Sessions on 'Noting'
4.3.22 (Friday) from 10.30 a.m. to 1.30 p.m. |
| (ii) | Shri Bhagban Padhy, Deputy Director
ISTM Faculty | Three Sessions on 'Drafting'
4.3.22 (Friday) from 2.30 p.m. to 5.30 p.m. |

2. In view of above, all the interested Officers/ officials of the level of Section Officer and below at UIDAI (HQ) and Regional Office-Delhi are requested to send their nominations, duly routed through their Controlling Officers to this office (emails: rajeev.sharma@uidai.net.in or kusum.choudhary@uidai.net.in) immediately. Certificates of Participation will also be given to the participants.

3. This issues with the approval of the Competent Authority.


(Rajeev Sharma)
Deputy Director (HR)
011-23478569

To,
All Officers/officials below the level of SOs at UIDAI (HQ) and RO-Delhi.
(i.e. SOs/PSs/ASOs/AAOs/Accountants/Stenos/Typists on deputation)

Copy to:

1. All DDGs and ADGs at UIDAI (HQ) and RO-Delhi: with a request to nominate the Officers/ officials upto the level of SOs working in their office/ FW for the aforesaid training.
2. OSD to CEO, UIDAI
3. DD (Admin) – With a request to make necessary arrangements w.r.t. Booking of 8th Floor Conference Hall, remitting honorarium to Guest Faculties (as per approval attached), providing tea/coffee/snacks/ Lunch to the participants and Guest Faculties, Board and Marker, and providing transport facility to pick and drop Faculty member.
4. Ms. Sakshi Chopta, AM-HR/ ASO (AS)-HR Division, UIDAI (HQ) – for necessary coordination
5. Guard File

No. A-33022/31/2014-UIDAI (T-5)/410
Unique Identification Authority of India
(HR Division)

4th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi - 110 001
Dated : 10 December, 2021

Circular

Sub: Two-days Training Program on "Record Management and Weeding out process" conducted at UIDAI by ISTM Faculties - reg.

An in-house training program on Records Management and Weeding out process is being conducted at UIDAI (HQ) in which Sessions will be delivered by Guest Faculties from ISTM, as per schedule given below:-

Date and Time	Name of Faculty Member
14th December, 2021 (Tuesday) "Record Management and Weeding out process" At 1030 hrs to 1330 hrs (03 Sessions)	Shri Agam Aggarwal, Deputy Director, ISTM
16th December, 2021 (Thursday) "Record Management and Weeding out process" At 1030 hrs to 1330 hrs (03 Sessions)	Sh. Rajeev Kumar Kundi, Ex-Faculty, ISTM

2. In view of above, all the **Officers holding the post of Section Officer and Assistant Section Officers at all the offices of UIDAI are directed to attend the two-days training program as per above schedule positively. It is mandatory for all the SOs and ASOs to attend the aforesaid training.** Besides, Officers of the level of Deputy Director or above, who are also willing to attend this training sessions, depending upon their functional needs, may also attend this training as per schedule. All the concerned Officers/Officials posted at UIDAI (HQ) and RO (Delhi) may attend the training Sessions in person at UIDAI (HQ) premises (8th Floor Conference Hall) and the officers/officials at other ROs/TC/Data Centres may attend the training through VC. The VC link will be provided in due course.

3. Further, it is advised that all the FWs/ROs may prepare a list of categories of files/ records maintained in their respective division/offices, so that their retention period may be discussed/ confirmed during this training by the SOs/ASOs of the respective FWs/ROs.

4. This issues with the approval of the Competent Authority.

Signed by Rajeev Sharma

Date: 10-12-2021 14:32:03
(Rajeev Sharma)

Deputy Director (HR)

011-23478569

To,

All Deputy Directors/ Section Officers and ASO of UIDAI
(HQ/RO/TC/Data Centres)

Copy to:

1. All DDGs and ADGs at UIDAI (HQ/RO/TC/Data Centres) with a request to ensure that all the Section Officers and ASOs working in their FWs/Offices attend this mandatory training program as per schedule. Besides, the willing DDs may also be allowed to attend this training.
2. OSD to CEO, UIDAI
3. ADG (Admin)/DD (Admin) – with a request to make necessary arrangements w.r.t. booking of conference hall (8th Floor), providing VC link, remitting honorarium to Guest Faculties (as per approval attached), providing tea/coffee/snacks to the participants (approx. 65 nos) at HQ and lunch (two) for the guest faculties, providing transport to Faculty members etc.
4. KM Division : For posting the circular on KM portal for wider circulation
5. Ms. Sakshi Chopta, AM-HR/ ASO (AS)-HR Division, UIDAI (HQ) – for necessary coordination
6. Guard File

4th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi – 110 001
Dated : 13, October, 2021

Circular

Sub : Orientation/ Induction Training(Oct-2021) of the new Officers/Officials joining UIDAI (HQ) – regarding

With an objective to sensitize and familiarize with the vision, mandate and functioning of UIDAI, an '**Orientation/ Induction Training(Oct-2021) Programme**', for those Officers/Officials who have joined UIDAI (HQ) (as per List attached), will be conducted on **21.10.2021(Thursday) & 22.10.2021(Friday)** as per Schedule attached, at 8th floor, Conference hall, UIDAI(HQ).

2. All the concerned Officers/Officials are requested to attend the above Programme as per schedule, positively.
3. This issue with the approval of the Competent Authority.


(Kusum Choudhary)
Section Officer (HR)

To,
All concerned Officers/Officials(as per list attached)

Copy to:

- 1) The Respective Controlling Officers of the participants: With a request to ensure that the participants are allowed to attend the orientation programme as per schedule.
- 2) DDG, UIDAI- Regional Office, Delhi: With a request to depute an Officer/Resource for imparting training to understand the working of Regional Office, as per scheduled date/time.
- 3) Smt Sakshi Chopra, Assistant Manager, HR, UIDAI (HQ): For coordinating with the concerned Officers/Resources for imparting training of their respective substantive areas and making other necessary arrangements.
- 4) DD/SO(Admn), UIDAI HQ: With a request to make necessary arrangements w.r.t booking of conference hall/tea/coffee/snacks for 30 persons(trainer & participants) on each day.

Schedule for Induction/Orientation Training Program at UIDAI, HQ, New Delhi

S.No	Date	Day	Time Slot	Subject	Division	
DAY 1						
1	21.10.21 (Thursday)		10:30 am to 11.15 am	Overview of Aadhaar and UIDAI Brief on organizational Structure of UIDAI	Human Resource Division	
2			11:20 am to 12.30 pm	Enrolment Ecosystem - Enrolment Processes, Role of Registrar, Child Enrolment, DMS etc. Testing and Certification of Enrolment Agencies etc.	Enrollment and Updation	
3			12.35 pm to 01.30 pm	Understanding people's perception, issues in Media and Media Engagement	Media	
			LUNCH BREAK			
4			02:30 pm - 04:00 pm	Authentication , Application and Seeding Framework	Auth	
5			04:15 pm - 04:45 pm	CRM Ecosystem , Grievance Redressal Mechanism	CRM	
6		04:50 pm - 05:30 pm	Logistic Processes and system including briefing on Pin Code Data Base	Logistics		
DAY 2						
7	22.10.21 (Friday)		10:30 am to 11:40 am	Information Security, Contract Management and Government Risk Compliance	Technology	
8			11:45 am to 12.35 pm	Direct Benefit Transfer and potential of usage of Aadhaar in welfare schemes of Govt and services rendered by Pvt. Sector	DBT	
9			12.40 am to 01.30 pm	Procurement Manual, Process and Financial Management and Budgetry process in UIDAI	Finance	
			LUNCH BREAK			
10			02:30 pm - 03:30 pm	Brief of Aadhaar Act and Regulations	Legal	
11		03:35 pm - 05:30 pm	Understanding working at Regional Office level	Regional Office, Delhi		

No. A-33022/1/10-UIDAI-Trg. (Vol. VI)/T-1(c) / 2021
Unique Identification Authority of India
(HR Division)

4th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi – 110 001
Dated : 12, July, 2021

Circular

Sub : Online Training Session on GeM for Government Procurements – reg.

With an objective to enhance efficiency & accountability of e-procurements done through GeM and to familiarize with the procurement modes, Order fulfillment and payments, custom bids and other new features of GeM, an **Online Training Session on Gem Buyer Functionalities for the existing users of GeM in UIDAI** is being organised (through VC) on 15th July, 2021 from 2 p.m to 5 p.m. by GeM.

2. All the concerned Officers/officials (*i.e existing users of GeM*) of UIDAI (at HQ/ROs/TCs), may attend this half-a-day training session as per schedule through VC. The link for the VC will be provided through email prior the training.

3. This issues with the approval of the Competent Authority.


Section Officer
(HR Division)

To,
All DDGs & ADGs at UIDAI (through email)

Copy to:

1. All Officers and staff at UIDAI (through email)
2. OSD to CEO
3. Ms. Sakshi Chopra, Asst. Manager-HR For coordinating with the concerned authorities GeM and at UIDAI for imparting training and providing them the VC link and other details of its set up.
4. DD (Admin) : For making necessary arrangements at Conference Hall at 8th Floor for the training through VC for the officials present at HQ.
5. Sh. Aalok Sharma, ASO/ Guard File

No. K-11011/28/12-UIDAI (HR/59a) 345
 Unique Identification Authority of India
 (HR Division)

4th Floor, Bangla Sahib Road,
 Behind Kali Mandir, Gole Market,
 New Delhi - 110001

Dated: 18 October, 2021

Circular

Sub : Workshop/ Awareness Programme for all the employees of UIDAI (at HQ/ROs/TC) for sensitization of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and related issues - reg.

With an objective to enable each employee of UIDAI(HQ) to understand the concept and insight of the law relating to Prevention of Sexual Harassment of Women at workplace and gender sensitization, it has been decided with the approval of the Competent Authority, UIDAI, to conduct a **Workshop/ Awareness Program on 20th October 2021 (Wednesday) from 11.00 a.m. to 12.30 p.m. (including 1 hour Session by the Guest Faculty and half an hour Open Session) at UIDAI (HQ), 8th Floor Conference Hall.** This workshop may be attended by all the officials/employees/staff working at UIDAI (HQ) in person, following the COVID-19 preventive guidelines, and by all the Officials/employees of Regional Offices/ Technology Centre through Video Conferencing. The Workshop is being conducted as per the recommendations made by the Internal Complaints Committee (ICC) on Sexual Harassment, UIDAI (HQ).

2. Further, it is informed that Prof. (Dr) Ritu Gupta, who is holding the position of Policy Adviser at National Law University, Delhi and is also presently an Expert Member of ICC of Ministry of Women & Child Development (MWCD), GOI has been invited as a Guest Speaker.

3. All the Officers and staff (both male & female) of UIDAI (HQ/ROs/TC) (including all contractual and outsourced employees) are requested to attend the above mentioned Workshop **positively** (in person or through VC). The VC Link will be provided prior to commencement of the Workshop through email.

4. This issues with the approval of CEO, UIDAI.


 (Rajeev Sharma)
 Deputy Director (HR)

To,
 All Officers and Staff of UIDAI (HQ/ROs/Tech Centre)
 (including NISG Resources and other Outsourced / Contractual Staff)

Copy to:

1. Chairperson and Members of ICC : DDG(BG)/ADG(PKB)/ DD(AB)/ DD(ARC)
2. All DDGs/ ADGs, UIDAI (HQ/ROs/TC)
3. OSD to CEO, UIDAI/ PS to CEO, UIDAI
4. Deputy Director (Admin), UIDAI (HQ) : with a request to make necessary arrangements w.r.t. Booking of Conference Room, serving water/ tea/ coffee/ snacks to the participants (approx. 80-90 Nos.) on 20.10.2021 and to provide VC link to all the ROs/TC. Further, it is requested to pay Rs. 5,000/- as Honorarium to the Guest Faculty viz. Prof. (Dr) Rutu Gupta of NLU, Dwarka, Delhi and to make necessary arrangement for her pick-up and dropping.
5. Asstt. Manager (HR) - With a request to assist and coordinate with Member Secretary-ICC to conduct the Workshop.
6. Training File No. A-33022/1/10-UIDAI (Trg) (Vol.VI)/ Guard File

Am
 18/10/21

One day online awareness programme on the Sexual Harassment Act - reg.

From : kusum <kusum.choudhary@uidai.net.in>
Subject : One day online awareness programme on the Sexual Harassment Act - reg.

Thu, Dec 09, 2021 10:34 /

1 attachment

To : ALL UIDAI <alluidai@uidai.net.in>, All ADG DDG in UIDAI <uidaidgdg@uidai.net.in>
Cc : All DD, SO at HQ <allddsohq@uidai.net.in>, ALL ASO Accountant PA UIDAI HQ <allasoaccpahq@uidai.net.in>, devender pal67 <devender.pal67@meity.gov.in>, UIDAI CEO <saurabh.garg@uidai.net.in>, Anjana Ray <anjana.ray@uidai.net.in>

To All,

To commemorate the eighth anniversary of notification of the landmark Act viz "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" on 9th December, 2021 and as per the directions of Ministry of Women & Child Development in this regard, MeitY has arranged an online awareness Session on the subject on **13th December, 2021 from 2.50 p.m. to 4.30 p.m.**

All the officers/ staff of UIDAI are advised to take advantage of this opportunity to acquaint themselves with the subject matter and therefore are requested to attend this online awareness session through the following two VC Links provided vide MeitY's communication dated 8.12.2021 (copy attached).

Link-1

Start time : 13.12.21 2.50 p.m. Asia/Calcutta
URL : <https://bharatvc.nic.in/join/5742041716>
Conference ID : 5742041716
Password : 170883

Link-2

<https://desktop.vc.nic.in/flex.html?roomdirect.html&key=uVI6VPeITl>
Password : 170883

Thanks and regards,
Kusum Choudhary
Section Officer (HR)
UIDAI (HQ)
011-23478569

Regards,

Kusum Choudhary,

A-33022/32/2015/Orientation/UIDAI (HR/T-3) | 82
Unique Identification Authority of India

Through email

4th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi – 110 001

Dated : 23 February, 2021

Circular

Sub : **Orientation Training of the Officers of the level of Assistant Director General who have joined UIDAI– regarding**

With an objective to familiarize and sensitize with the vision, mandate and functioning of UIDAI, an '**Orientation Training Programme**', for the Officers who have joined the post of Assistant Director General at UIDAI (HQ/ROs/TC) since August, 2020 onwards (as per list attached), will be conducted in second half on 25th and 26th February, 2021 as per attached schedule. The officers of HQ may attend the Program at 8th Floor Conference Hall and the officers of ROs/ TC may attend the Orientation through VC. The details of the VC link and its online setup shall be provided to the concerned Trainers and participants by the IT Team through email.

2. All the concerned officers are requested to attend the aforesaid training as per schedule positively.

3. This issues with the approval of the Competent Authority.



(Rajnish Jha)

Deputy Director (HR)

To,

1. All participants (As per list attached)
2. The concerned Officers/Resources at HQ for imparting the training as per schedule

Copy to:

- 1) The Controlling Officers of the participants
- 2) OSD to CEO, UIDAI
- 3) Ms. Sakshi Chopra, Assistant Manager-HR, UIDAI (HQ): For coordinating with the concerned officers for imparting training of their respective substantive areas and providing the VC link and other details to the participants from ROs/TC.
- 4) DD (Admin)/FM Manager - with a request to make necessary arrangements w.r.t. the 8th Floor Conference Hall/ VC Link and providing water/tea/snacks to the participants and trainers (approx. 18 Nos) as per schedule.
- 5) SO (HR)/ASO (Aalok Sharma)

ORIENTATION PROGRAMME FOR THE OFFICERS AT THE LEVEL OF ADG

HQ

S No	Name	Position	DOJ	Posting
1	Sh. Piyush Chand Gupta	ADG	23.12.2020	HR Div
2	Col. Binoj Koshy	ADG (Tech)	23.11.2020	IS Div
3	Col. Nishith Kr. Datta	ADG (Tech)	17.08.2020	Tech I Div
4	Sh. Sandeep Kr. Singhal	ADG (Tech)	14.08.2020	Tech II Div
5	Sh. Rahul Kumar	ADG	11.01.2021	CRM & Logistics
6	Col. Harmeet Singh Kapoor	ADG	09.02.2021	Admin Div
7	Lt. Col. Gagan Budhiraja	ADG	08.02.2021	Enforcement, Training, Testing & Certification
8	Sh. RVN Srinivas	ADG	01.10.2020	E&U II
9	Lt. Col. Sanjeev Yadav	ADG	01.02.2021	Auth I Div
10	Lt. Col. Khushminder Singh	ADG (Tech)	26.11.2020	DC, Manesar

ROs/ TC (Virtual Orientation)

S No	Name	Position	DOJ	Posting
11	Lt. Col. RSN Satish	ADG	12.10.2020	Tech Centre, Bengaluru
12	Sh. Sanjeev Mahajan	ADG	01.09.2020	RO Chandigarh
13	Sh. Sandeep Arya	ADG	01.12.2020	RO Chandigarh
14	Lt. Col. Sanjay Singh Rautela	ADG	06.11.2020	RO Delhi
15	Lt. Col. Ramandeep Singh	ADG	15.02.2021	RO Delhi
16	Sh. Kapil Jambhulkar	ADG	28.12.2020	RO Guwahati
17	Ms. P. Sangeetha	ADG	07.09.2020	RO Hyderabad
18	Dr. Neil Jain	ADG	19.01.2021	RO Lucknow
19	Lt. Col. Akshay Yadava	ADG	09.02.2021	RO Mumbai
20	Lt. Col Amit Sethi	ADG	Recently joined	RO Mumbai
21	Lt. Col Praveen Kr Singh	ADG	Recently joined	RO Lucknow

SCHEDULE FOR ORIENTATION [25.02.2021 -26.02.2021]

S No	Date	Day	Time Slot	Subject	Division	Trainer
1	25-02-2021	Thursday	02:30 PM - 03:00 PM	Overview of Aadhaar and UIDAI Brief on organizational Structure of UIDAI	HR	Sh. Rajnish Jha, DD
2			03:00 PM - 03:30 PM	Enrolment Ecosystem - Enrolment Processes, Role of Registrar, Child Enrolment, DMS etc.	E&U	Smt Kajal Raina, Sr Manager
3			03:30 PM - 03:45 PM	Testing and Certification of Enrolment Agencies etc.	Training & Testing	Sh. G. Counassegarane, Sr Manager
4			04:00 PM - 04:45 PM	Authentication , Application and Seeding Framework	Authentication & Appl	Sh Aditya Pal, General Manager
5			04:45 PM - 05:30 PM	Logistic Processes and system including briefing on Pin Code Data Base	CRM & Logistics	Sh. Abhyuday Sharma, Manager & Sh. Yogeshwar Singh, Manager
6	26-02-2021	Friday	02:30 PM - 03:00 PM	Brief of Aadhaar Act and Regulations	Legal	Sh. Tanmaya Nirmal, Deputy Manager
7			03:00 PM - 03:30 PM	Information Security	Technology	Sh. Pradeep Singh Janmeja, Sr Manager
8			03:30 PM - 03:45PM	Contract Management and Government Risk Compliance	Technology	Col Ashok Kumar , Manager SLA
9			04:00 PM - 04:30 PM	Direct Benefit Transfer and usage of Aadhaar in welfare schemes and Financial Sector	DBT	Sh. Manik Batra, General Manager
10			04:30 PM - 05:00 PM	Procurement Manual, Process and Financial Management and Budgetry process in UIDAI	Finance	Sh. Syed Ravish Ali, ADG
11			05:00 PM - 05:15 PM	Understanding people's perception, issues in Media and Media Engagement	Media	Sh. Imran Ali Khan, Sr Manager IEC

मि.स.ए -33022/31/2014-ISTM-UIDAI (Vol.II)

भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India

जीवन भारती बिल्डिंग
Jeevan Bharti Building,
टावर-1/Tower I, दूसरा तल/2nd Floor,
कनाउट सर्कस/Connaught Circus,
नई दिल्ली/New Delhi - 110001
दिनांक/Dated: 11.05.2017

Circular

Subject : 2 – days Training on 'RTI Act, 2005' for CPIOs and FAAs of UIDAI at UIDAI (HQ)

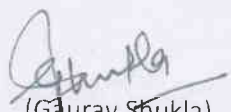
A two-days training programme on RTI Act, 2005 and Rules for all the Central Public Information Officers (CPIOs) and First Appellate Authorities (FAAs) of UIDAI is being conducted at UIDAI Headquarter in collaboration with the Institute of Secretariat Training & Management (ISTM) as per schedule given below:-

Venue : Conference Hall No. 1, UIDAI (HQ), 3rd Floor, Tower-2, Jeevan Bharati Building, Connaught Circus, New Delhi – 110 001

	<u>Date/ Time</u>	<u>Participants</u>
Day 1	1 st June, 2017 (Thursday) (Full day) 10 a.m. to 5 p.m.	All CPIOs (HQ and ROs) & Other ADGs (HQ)
Day 2	2 nd June, 2017 (Friday) (Forenoon) 10 a.m. to 1.30 p.m.	All CPIOs (HQ and ROs) & Other ADGs (HQ)
	(Afternoon) 2 p.m. to 5 p.m.	All F.A.As. (HQ and ROs)

2. All the FAAs and CPIOs (HQ and ROs) are requested to attend the said training programme as per schedule **positively**. Arrangements for boarding and lodging of the outstation participants are to be made by the concerned officers and expenses thereof may be claimed by them from their respective offices as per the extant rules.

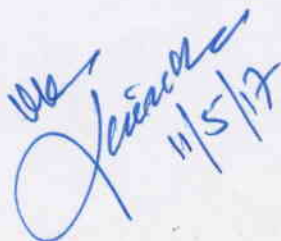
3. This issues with the approval of CEO, UIDAI. All concerned officers are further requested to confirm their participation at the earliest possible, or latest by 18th May, 2017.


(Gaurav Shukla)
Deputy Director (Estt)
Tel: 23466837

To,

1. All DDGs/ F.A.As (HQ and ROs)
2. All ADGs (HQ)/ CPIOs (HQ) and All CPIOs (ROs) – As per list attached
3. PSO to CEO, UIDAI
4. Manager KM Portal – with a request to upload the circular on KM Portal of UIDAI

Extn/Intn Dist: - 27/7/2017
11/5/17


11/5/17

o/c

ORGANISATION SPECIFIC PROGRAMME (OSP) FOR U.I.D.A.I.
ON 'RIGHT TO INFORMATION (RTI) ACT, 2005' by I.S.T.M
(1st and 2nd June, 2017)

2-days Training Session Plan

DATE	SESSION	TOPIC	FACULTY
01.06.2017 <i>(Thursday)</i> 10.00 a.m. to 1.30 p.m. 2.00 p.m. to 5.00 p.m.	I & II	Registration & overview of RTI	Sh. K. H. Sivaramakrishnan Assistant Director, ISTM 9868896850 (M) kh.siva@nic.in
	III	Third Party Information	
	IV & V	Duties of CPIOs	Shri K. S. Kumar, Ex-Faculty, ISTM 9811259805 (M) kskumar0953@gmail.com
02.06.2017 <i>(Friday)</i> 10.00 a.m. to 1.30 p.m. ----- 2.00 p.m. to 5.00 p.m.	I & II	Exemptions, Severability, and Third Party Information	Shri K. S. Kumar, Ex-Faculty, ISTM 9811259805 (M) kskumar0953@gmail.com
	III	Powers and Functions of Information Commission	
	IV	Duties of FAA and Discussion on recent decisions of CIC/ Court cases on RTI	
	V	Valediction	K H Sivaramakrishnan Assistant Director, ISTM

(Lunch Break - 1.30 p.m. to 2.00 p.m.)