

From

The Chief Administrator,
Haryana State Agricultural Marketing Board,
Panchkula.

To

1. All the Zonal Administrators,
H.S.A.M. Board in the State.
2. All the Superintending Engineers &
Executive Engineers,
H.S.A.M. Board in the State.
3. All the Zonal Marketing Enforcement Officers &
District Marketing Enforcement Officers
H.S.A.M. Board in the State.
4. All the Secretaries-cum-E.Os.
Market Committees in the State.

Memo No. GA-I/2015/ 80012-185

Dated: 20/08/15

Subject: Imparting training to the FAAs/SPIOs and other relevant staff at
Kisan Bhawan.

Kindly refer to the above noted subject.

It is to inform that "One day Workshop on the Right to Information Act, 2005" shall be held on 23.08.2015, 24.08.2015, 30.08.2015 and 31.08.2015 at Kisan Bhawan, Sector-14, Panchkula for the 1st Appellate Authority, State Public Information Officers, ASPIOs and dealing officials in order to ensure effective implementation of the said Act. The schedule of Workshop is as under:-


Sr. No.	Date	Zone/Area including Construction/ Enforcement Wing	Participants
1.	23.08.2015	H.Q. (All Class I, II & dealing officials, Dy. Supdt., Asstt. & SDC)	121
2.	24.08.2015	Karnal Zone (Karnal, Ambala, Y.Nagar, Panchkula, KKR, Panipat and Kaithal)	158
3.	30.08.2015	Hisar Zone (Hisar, Fatehabad, Sirsa, Jind and Bhiwani)	126
4.	31.08.2015	Gurgaon Zone (Gurgaon, Faridabad, Sonapat, Rohtak, Jhajjar, Rewari, Mohindergarh, Mewat and Palwal)	114

Besides above, the subject matter/schedule of the workshop is as under :-

Time	Description	Work Assigned
08.45 - 09.30 AM	Registration	S/Shri Dinesh Kathuria & Hemant Matta, ABMs
09.30 - 10.00 AM	An overview of the course	
10.00 - 11.15 AM	Discussion on:- <ul style="list-style-type: none">• Salient Provisions of the Right to Information Act, 2005• Role and responsibilities of:<ul style="list-style-type: none">❖ ASPIO/SPIO/1st Appellate Authority in the implementation of RTI Act, 2005	Meenaxi Anand Chaudhry, Former CS & CIC, Haryana

	<p>and disposal of appeals</p> <ul style="list-style-type: none"> • Public and Personal interest vis-à-vis Provisions of RTI ACT • Lapses leading to appeals • Discussion of Important Supreme Court Judgments • Question/Answer Session 	
11.15 – 11.30 AM	Tea Break	
11.30 – 12.45 PM	Contd.....	
12.45 – 02.00 PM	Lunch Break	
02.00 – 03.15 PM	<p><u>Section-wise PowerPoint Presentation on:</u> ✓ RTI Act 2005</p> <p><u>Role & Responsibilities of Public Authorities for the implementation of RTI Act, 2005 (Section 4):-</u></p> <ul style="list-style-type: none"> ❖ Indexing & Cataloguing ❖ Maintenance & custody of records ❖ Records on shelves:- current, semi-current, and non-current records <p>Exercises through questionnaire and application under RTI Act</p>	Ram Saran, Principal, DTC, Panchkula
03.15 – 03.30 PM	Tea Break	
03.30 – 04.45 PM	<p><u>Record Management:-</u></p> <ul style="list-style-type: none"> ❖ Classification of records as per govt. instructions ['A', 'B', & 'C'] ❖ Recording/Review of files - Procedures <p><u>Record Retention Schedule:-</u> Weeding and Preservation</p> <p>A Power Point Presentation on Haryana RTI Rules, 2009</p>	B.B. Lal, Dy. Secy. (Retd.)

Therefore, all the Appellate Authority, SPIOs, ASPIOs and dealing officials of the concerned districts/zones directed to attend the above said workshop at Kisan Bhawan, Sector-14, Panchkula as per above schedule without fail. Non-compliance will invite penal action.



Supdt. (Gen.)
for Chief Administrator

Endst. No.GA-I/2015/- 80186-210

Dated: 20/08/15

A copy of the above is forwarded to the following for information and necessary action.

1. All the Officers/Branch Incharges at H.Q.
2. The CMEO, CFA, HSAM Board Panchkula.
3. The Executive Engineer (IT), HSAM Board, Panchkula.
4. PS to Chief Administrator & PA to Secretary Board.


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