

BANARAS HINDU UNIVERSITY
(Established by Parliament by Notification No. 225 of 1916)
OFFICE OF THE REGISTRAR (ADMINISTRATION)
VARANASI - 221 005

No. AB/RTI Workshop/ 62118

March 02, 2012
03

CIRCULAR


The Directors of Institutes/ Deans of Faculties/ Heads of Departments/ Offices/ Units/ Centres,
The Principal, MMV
The Principals of Schools
The Coordinators of Schools/Centres
The Coordinators/Admin. Wardens/Wardens of Hostels
The Dean of Students
The Chief Proctor,
The Chairman, Press Publication & Publicity Cell (for wide publicity)
The Coordinator, Computer Centre (for placing it on Home Page of the website)
Banaras Hindu University

Subject : *Application for Workshop/Training Programme on RTI Act, 2005 to be held in BHU.*

Dear Sir/Madam,

This is to inform you that the University is planning one-day workshop/training programme for Central Public Information Officers (CPIOs) and Appellate Authorities under RTI Act, of this University, to be conducted tentatively in April by the Institute of Secretariat Training & Management, Department of Personnel & Training, New Delhi at BHU. As per order of the Vice-Chancellor, applications are being invited from desirous CPIOs and Appellate Authorities, designated by the University from time to time, for attending the aforementioned programme. Applications in the prescribed proforma given overleaf may kindly be sent to Dr. S. P. Mathur, Deputy Registrar, IT & Officer-in-charge (Training) latest by 15th March, 2012 enabling us to plan the programme accordingly. The exact date of the programme will be informed later on.

Yours faithfully,


REGISTRAR

Encl. : Proforma overleaf.

No. AB/RTI Workshop/

of dated :

Copy forwarded for information to the Assistant Registrar & Secretary to Vice-Chancellor, BHU.


REGISTRAR

Kameel
RST
12/03/12

PTO

**APPLICATION FOR NOMINATION FOR ONE-DAY RTI WORKSHOP
IN BHU TO BE CONDUCTED BY ISTM, NEW DELHI**

1. Name & EID : _____
Designation : _____
Institute/Faculty/Department/Office/Unit : _____
Pay Band & Grade Pay : _____
2. Date of Birth : _____ Age : _____
3. Category : GEN / SC / ST / OBC : _____
4. Whether CPIO or Appellate Authority under RTI Act : _____
5. Educational Qualifications : _____
6. Details of previous Courses/Training Programmes/Workshops, etc. on RTI, attended at different institutions (including ISTM) during the last two years :

Sl. No.	Name of the Course/Training Programmes/Workshop on RTI already attended	From	To	Name of the Organization/ Institution

I am willing to attend above mentioned course. I undertake that the informations furnished above are correct.

Date :

Signature of the Employee

Forwarded with the comment that the above employee will be relieved from his/her duties to attend the course at BHU.

Date :

Signature of the Director/Dean/Head

Note : The proforma duly filled-in and forwarded may be submitted to Dr. S. P. Mathur, Dy. Registrar, IT & Officer-in-charge (Training), BHU latest upto 15.03.2012.