स्थापना (लेखा एवं हक़)/आदेश संख्या. **82**

दिनांक: 11.06.2020

Regional Training Institute (RTI), Shillong is organizing an online training class on the course "Right to Information Act, 2005" scheduled to be commenced from 15th – 17th June 2020. The online training class will be of 3 sessions of 1 hour each a day.

Therefore, following officers are hereby nominated to attend online class on the course "Right to Information (RTI)" Act, 2005 as scheduled above.

1. Shri Benjamin Kipgen, Asstt. Accounts Officer and
2. Shri Oinam Rajesh Singh, Asstt. Accounts Officer.

To get familiar with, detailed guidelines on registration of participants, participants guide for online training and course schedule are enclosed herewith for ready reference. Training will be held in the VC Hall (2nd Floor) together with the officials of Audit Office. The participants are instructed to co-ordinate with Shri Th. Shyamkumar Singh, Asstt. Accounts Officer (EDP) in setting up the system for online training class and also for any technical support/ query.

During the course of online class in the VC Hall (2nd Floor) social distancing and mandatory wearing of face mask should be strictly followed/ adhered to.

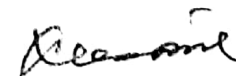[Auth: PAG(A&E)'s order dated 11.6.2020 at P/40ᴺ of file No. Estt(A&E) /1-25/TRG/2019-20/Vol.XIII]

वरिष्ठ लेखा अधिकारी (प्रशासन)

ज्ञापन संख्या. Estt(A&E) /1-25/TRG/2019-20/Vol.XIII/120-124   दिनांक: 11.06.2020

प्रतिलिपि सुचना के लिए:

1) PS to Pr. AG(A&E), Manipur
2) PA to DAG(A&E), Manipur
3) Sr. AO/ AAO (EDP): He is requested to co-ordinate with the participants during the course of online training for any technical support.
4) Nominees/ Participants concerned
5) O/o File

वरिष्ठ लेखा अधिकारी (प्रशासन)

Course Schedule on Right to Information and Code of Ethics in IA&AD

Day	Session No.	Session Time	Topic	Faculty
020-06-15, Monday	Session 1	10:30 - 11:30	Inauguration & Course Briefing : 1. Inauguration & Course Briefing by Pr. Director, RTI 2. Introduction to OIOS by CF/RTI	Mr. Frederick Syiemlieh, Principal Director Mr. Rothan Lienlalvung Gangte, Assistant Audit Officer
	Session 2	12:00 - 13:00	Introduction to Right to Information Act, 2005 : -	Mr. Thomas Sebastian, Senior Accounts Officer
	Session 3	14:00 - 15:00	Right to Information Act, 2005 : -	Mr. Thomas Sebastian, Senior Accounts Officer
020-06-16, Tuesday	Session 1	10:30 - 11:30	Right to Information Act, 2005 : Role of Central and State Governments, Role of PIO, Disposal of Appeals	Mr. Binod Bhujel, Senior Audit Officer
	Session 2	12:00 - 13:00	Right to Information Act, 2005 : Role of Central and State Governments, Role of PIO, Disposal of Appeals	Mr. Binod Bhujel, Senior Audit Officer
	Session 3	14:00 - 15:00	Right to Information Act, 2005 : FAQ on RTI Act â€" Case Studies	Mr. Thomas Sebastian, Senior Accounts Officer
20-06-17, Wednesday	Session 1	10:30 - 11:30	Code of Ethics in IA&AD : -	Mr. Tornado Garland Wanniang, Senior Audit Officer
	Session 2	12:00 - 13:00	Code of Ethics in IA&AD : -	Mr. Tornado Garland Wanniang, Senior Audit Officer
	Session 3	14:00 - 15:00	Course End Test and Valediction : Course End Test to be conducted by User Offices. Valediction by Pr. Director, RTI Shillong	Mr. Frederick Syiemlieh, Principal Director

Participants' Guide for attending RTI Shillong's online Training Programmes

1. Participants must register on SAI Training before the start of the first online training session. The document **"SAI Training registration guide"** may be referred to.

2. Kindly ensure that you have the following:

   a. Windows or MAC computer. *Although it is technically possible to attend training sessions using smartphones, the small size of smartphone screens may hinder effective learning. Some courses where practical exercises/sessions are required may not be feasible via smartphones.*

   b. Internet connection. *Wired Broadband connection is recommended, however, wifi and mobile hotspots may also be used.*

   c. Microsoft Teams app installed. (Download Link: https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app). *The training sessions may also be attended directly using browsers Chrome, Firefox, or Edge browsers. Please DO NOT use Internet Explorer or Safari.*

   d. Microsoft Teams Account: Licensed account may be obtained from Headquarters IS Wing. However due to the limited number of licenses, Headquarters may not be able to allot licensed MS Teams account to all officers/staff. In such scenario officers/staff may, by themselves, sign up for a free MS Teams account using an existing email (preferably the same email ID used on SAI Training) on https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software

   Nominated trainees will be added by the Faculty to a Team in Microsoft Teams.

3. Login to Microsoft Teams at least 10 minutes before the start of a live session. *Kindly refer to the document "Steps to join online training session in MS Teams".*

Steps to Join Online Training Session

**Course Name:** Right to Information and Code of Ethics in IA&AD

Session	Topic	Session Link
Session 1 15-06-20 10:30 – 11:30	Inauguration	https://teams.microsoft.com/l/meetup-join/19%3a1451ab0903c044cb8c947a64095cd260%40thread.tacv2/1591605780130?context=%7b%22Tid%22%3a%2211f91317-47f1-492f-8558-237196821266%22%2c%22Oid%22%3a%22407fa412-fdd0-4647-99dd-c8b8fd3988c0%22%7d

The meeting may be joined using browser, desktop client or mobile app

I. Via Teams Client on Desktop (Recommended)–

1. Download the Teams Client on your Desktop or Laptop device using – https://aka.ms/getteams.
2. If you have been provided credentials for Microsoft Teams, you may use the same to Sign in to the Teams App.
3. After signing in, go to the Meeting Invite and click the "Join Online Now" link. On the web page that opens up, select "Launch it now" as shown below.
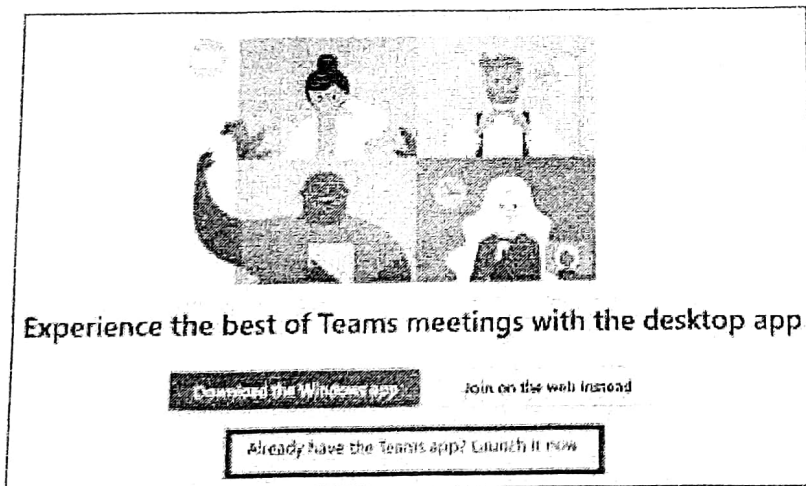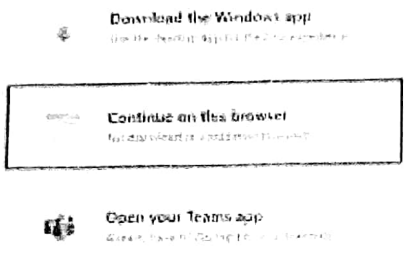

4. Keep the Camera and Mic in OFF position and click "Join Now".

II. Directly using Browser –

1. You can join the meeting via **Chrome, Firefox, or Edge browsers.** Please DO NOT use Internet Explorer or Safari.

2. For the best meeting experience, first sign in to MS Teams using the link https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software. After sign in, navigate to the session link provided. Select **"Continue on this browser"**


3. Keep the Camera & Mic in OFF position and click "Join Now".
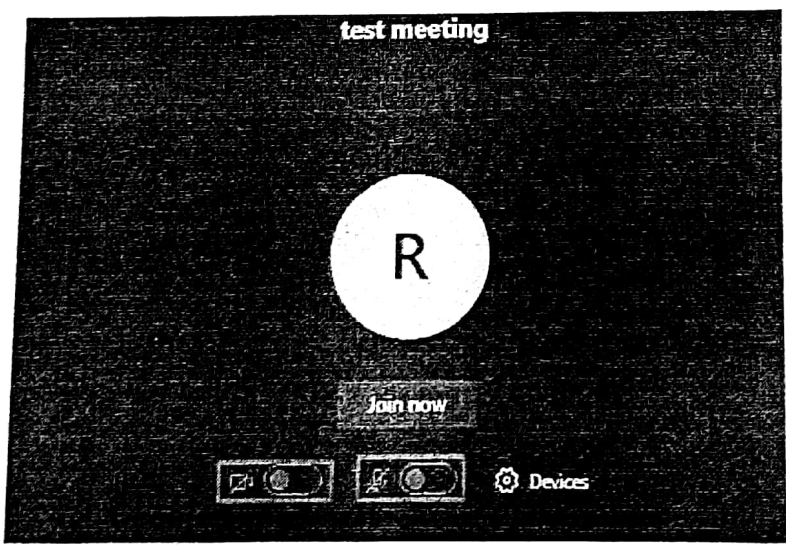
III. Using the Teams Mobile App (Not recommended)

1. You can join the meeting via Teams Mobile App as well. Download "Microsoft Teams" app on your mobile playstore.

2. If you have been provided credentials for Microsoft Teams, you may use the same to Sign in to the Teams App.

3. After signing in, go to the Meeting Invite and click the "Join Online Now" link.

4. This should automatically launch the Teams Mobile App and you can now attend the meeting through the app.
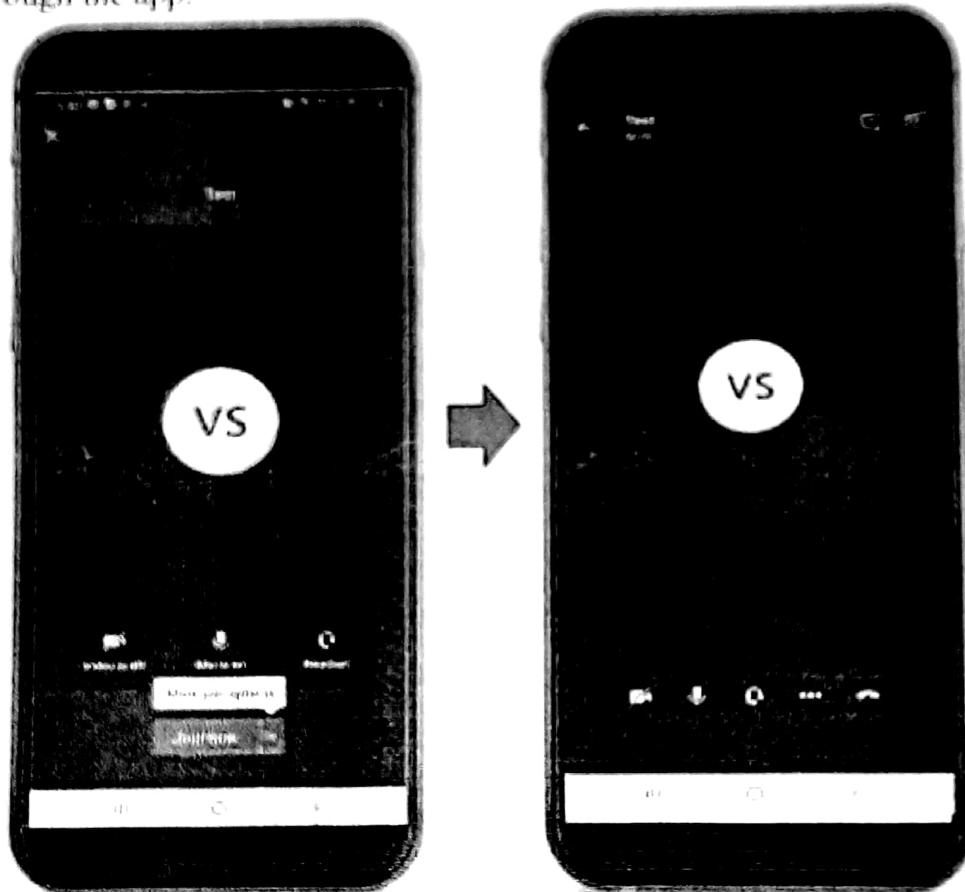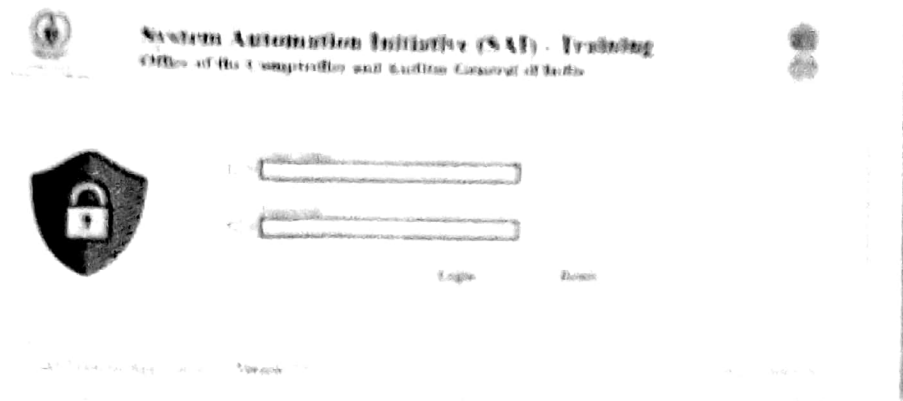
te :Please Join the Event **15 mins before the start time,** so that you're all set before the ent begins.

1. Participants must register on the first day of training before the start of the first session.

2. Navigate to https://pdrtcb.gov.in

   Username: Official CAG email id
   Password: Mobile number given to office.

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Login   Reset

3. Participant should be automatically taken to the Registration Page upon sign in.

4. If Registration page is not automatically loaded, it may be found as under:
   MENU ≡ -> EMPLOYEE PARTICIPATION -> REGISTRATION PAGE

Menu ≡

TRAINING PROGRAMMES ⌄

TRAINING MATERIALS ⌄

HELP FILES

IA&AD OFFICES

EMPLOYEE PARTICIPATION

EMPLOYEE PARTICIPATION ⌃

REGISTRATION PAGE

Notes:

1. On the Registration page:
   Select/ Verify the correct course and proceed to fill and submit the registration form.

2. If the form cannot be submitted:
   Remove special characters, fill time fields completely (hh:mm ss/am/pm)