

## TRAINING CIRCULAR

ADMINISTRATIVE TRAINING INSTITUTE (ATI)  
GOVERNMENT OF ARUNACHAL PRADESH  
D-SECTOR: NAHARLAGUN  
Email ID: [atidir@rediffmail.com/atiaruanchal@gmail.com](mailto:atidir@rediffmail.com/atiaruanchal@gmail.com)  
Website: [www.ati.arunachal.gov.in](http://www.ati.arunachal.gov.in)

No. ATI (TRG.)-45/ 2025/4060-78

Dated Naharlagun, the 11<sup>th</sup> Aug.' 2025

To,

1. The Principal Chief Conservator of Environment and Forest, Govt. AP, Itanagar.
2. The Director Higher & Technical Education, Govt. AP, Itanagar.
3. The Director Secondary Education, Govt. of AP, Itanagar.
4. The Director Elementary Education, Govt. of AP, Itanagar.
5. The Project Director, ISSE, Govt. of AP, Itanagar.
6. The Chief Engineer PHE & WS, (Eastern Zone), Govt. of AP, Itanagar.
7. The Chief Engineer PHE & WS, (Western Zone), Govt. of AP, Itanagar.
8. The Chief Engineer PHE & WS, (Sanitation)-cum-Mission Director, Govt. of AP, Itanagar.
9. The Chief Engineer PWD, (Central Zone-A), Govt. of AP, Itanagar.
10. The Chief Engineer PWD, (Central Zone-B), Highway Region, Pasighat.
11. The Chief Engineer PWD, (Highway-Zone) Govt. of AP, Itanagar.
12. The Chief Engineer PWD, (Eastern Zone), Govt. of AP, Namsai.
13. The Chief Engineer PWD, (Western Zone), Govt. of AP, Itanagar.

**Sub:- 3(three) Days Refresher Training on "Sensitization of RTI Act 2005" First Appellate(s), PIO(s) & APIO(s) of the concerned departments under Govt. for the of A.P. from 08<sup>th</sup> to 10<sup>th</sup> Sept'2025.**

The Administrative Training Institute (ATI), Govt. of Arunachal Pradesh, Naharlagun will conduct 3 (three) days Re-fresher Training on "Sensitization of RTI Act 2005" for the 1<sup>st</sup> Appellate(s), PIO(s) & APIO(s) serving in above mentioned departments under Govt. of A.P at ATI Naharlagun from **08<sup>th</sup> to 10<sup>th</sup> Sept.' 2025** under the sponsorship of DoPT, GoI, New Delhi under its Plan Training Assistance for the Year 2025-2026.

The objectives of the training programme are to familiarize the participants with:-

1. Clear understanding of the main features of the RTI Acts & its operation provision.
2. To provide with a clear perspective on the progress made all over the state implementing this law.
3. Describe the process of seeking & providing information, list of exemptions prescribed, explain procedure of appeals & penalties imposable by information commission.
4. To help participants understand the duties & responsibilities of 1<sup>st</sup> Appellate(s), PIO(s) & APIO(s).

Therefore, all the concerned Departments are requested kindly to nominate 3 (three) participants from each department:-

The total number of participant is restricted to 30 (thirty) only on "first come first service basis". Hence, the nominating authorities are requested to forward their nominations on or **before 02<sup>nd</sup> Sept.' 2025** **alongwith mobile no. of nominees at the email ID & website given in the letter ahead above.**

Contd. @P/2



A copy of Nomination Form is enclosed. The nominating authorities and nominees should confirm their selection before joining the Programme from following persons:-

1. Shri Bittu Kri (APCS), Deputy Director ATI-cum-Course Coordinator- 8415079830
2. Smti Hage Yapa, SPA to Director ATI- 9615287487
3. Smti Chenga Lhamu (LA) ATI-9862174197

The Officers attending the course are treated on duty and they must report to ATI by 9:00 A.M on 08/09/2025. The registration will be closed at 9.45 am and after which, late comers will not be entertained.

Yours Sincerely,



(Pate Marik)

Director (Training)

Administrative Training Institute,  
Naharlagun

Memo No. ATI (TRG.)-45 /2025

Dated Naharlagun, the 11<sup>th</sup> Aug.' 2025

Copy for information and necessary action to:-

1. The Secretary (AR & Training), Govt. of Arunachal Pradesh, Itanagar for information.
2. The Chief Information Commissioner, Govt. of Arunachal Pradesh, Itanagar for kind information.
3. The SPA to Director ATI for information and necessary action.
4. Shri Bittu Kri, Deputy Director ATI-cum-Course Coordinator for necessary follow-up action.
5. Smti Chenga Lhamu (LA), ATI for information and necessary action.
6. The Office copy.

(Pate Marik)

Director (Training)

Administrative Training Institute,  
Naharlagun

## NOMINATION FORM

1. Programme Title :
2. Name of the Institute :
3. Venue :
4. Programme Dates :
5. Name of the Candidate :  
(In capital letter)
6. SC/ST/OBC/Others :
7. Date of Birth :
8. Designation :
9. Pay Matrix :
10. Basic Pay :
11. Academic Qualification :
12. Professional Qualification :
13. Address for the Communication (with Pin) :

Office Phone No..... email Id.....

Mobile No. of Nominee.....

Brief Description of the duties of the nominee:

Place:

(Signature of the Nominee)

Date:

### **TO BE FILLED IN BY THE SPONSORING AUTHORITY**

Certified that:-

- (a) The particulars given above are correct.
- (b) Due care has been taken of the training needs of the nominee(s) with reference to his/her present & future duties with reference to the contents of the course.
- (c) The nominee. If selected, will be relieved on full-time basis for attending the programme.

Address of the sponsoring authority for communication:

Address:

Contact No.: (A) Office:

(B) Mobile:

(C) Email Id:

Signature & Date of the Sponsoring Authority with Seal