

Admn-15012/1/2018-ADMN-CIC-Part(1)
केंद्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग/Baba Gangnath Marg
मुनिरका/Munirka, नई दिल्ली/ New Delhi – 110067

Dated: 30.08.2024

Minutes of the meeting of the Capacity Building Unit of the CIC held on 23.08.2024

The meeting of the Capacity Building Unit (CBU) of the Commission was held on 23.08.2024 at 4 PM in the Conference Hall (5th Floor) to discuss the action taken by the Sections for implementation of decisions taken in the last meeting of CBU held on 12.04.2024 and further course of action for the formation of Capacity Building Plan in presence of following officers: -

- (i) Joint Secretary (Admin & Law)
- (ii) Joint Secretary (PB & MR)
- (iii) Director (GA)
- (iv) Deputy Secretary (A)
- (v) Deputy Secretary (MR)
- (vi) Deputy Secretary (CR)
- (vii) Consultant(A)

2. The following matters were discussed and decided as below: -

(i) In the review of the decision taken/ instructions issued in the last meeting of CBU held on 12.04.2024, the following was observed:

- (1) All the sections have issued online training plans for the quarter of April-June, 2024.
- (2) Data for completion of courses for the quarter April-June, 2024 will be asked from the concerned sections.
- (3) To pursue with NIFM & NCGG for offline training for the Officers and request them to send the names of training courses available for Central Government Employees.

(ii) After review of the decision taken/ instructions issued in the last meeting of CBU, the following matters were discussed/decided for further course of action for formation of the Capacity Building Plan: -

- (1) To co-opt the Director (GA) as member of CBU.
- (2) Online training plan for Q2, Q3, and Q4 is to be finalized by the sections.

(3) To rectify the budget head of the sanction issued for an advance of study tour during training in consultation with Accounts.

(4) CBU has discussed formulating a policy for offline courses and decided that a training plan for offline courses will be made within a time-bound manner for the officials/officers of the Commission. While formulating the policy the following will be considered:

- (a) Mandatory training for the officials/officers.
- (b) Training for other courses (other than mandatory training).
- (c) To identify the reputed training institutes for offline courses.
- (d) Offline training courses conducted by Government Departments viz. NIC, ISTM may be excluded while making training policies.
- (e) Online training courses available on the iGOT portal may also be explored.

Signed by Sonia
Maheshwari
(Sonia Maheshwari)
Deputy Secretary (Admn)

Copy to:

- (i) Joint Secretary (Admin & Law) - 30/8/24
- (ii) Joint Secretary (PB & MR) - 30/8/24
- (iii) Director (GA) - 30/8/24
- (iv) Deputy Secretary (A) - 30/8/24
- (v) Deputy Secretary (MR) - 30/8/24 5:31
- (vi) Deputy Secretary (CR) - 30/8/24
- (vii) Consultant(A) - 30/8/24