

A-33022/32/2015/Orientation/UIDAI (HR/T-3) | 82
Unique Identification Authority of India

Through email

4th Floor, Bangla Sahib Road,
Behind Kali Mandir, Gole Market,
New Delhi – 110 001

Dated : 23 February, 2021

Circular

Sub : **Orientation Training of the Officers of the level of Assistant Director General who have joined UIDAI– regarding**

With an objective to familiarize and sensitize with the vision, mandate and functioning of UIDAI, an '**Orientation Training Programme**', for the Officers who have joined the post of Assistant Director General at UIDAI (HQ/ROs/TC) since August, 2020 onwards (as per list attached), will be conducted in second half on 25th and 26th February, 2021 as per attached schedule. The officers of HQ may attend the Program at 8th Floor Conference Hall and the officers of ROs/ TC may attend the Orientation through VC. The details of the VC link and its online setup shall be provided to the concerned Trainers and participants by the IT Team through email.

2. All the concerned officers are requested to attend the aforesaid training as per schedule positively.

3. This issues with the approval of the Competent Authority.



(Rajnish Jha)

Deputy Director (HR)

To,

1. All participants (As per list attached)
2. The concerned Officers/Resources at HQ for imparting the training as per schedule

Copy to:

- 1) The Controlling Officers of the participants
- 2) OSD to CEO, UIDAI
- 3) Ms. Sakshi Chopra, Assistant Manager-HR, UIDAI (HQ): For coordinating with the concerned officers for imparting training of their respective substantive areas and providing the VC link and other details to the participants from ROs/TC.
- 4) DD (Admin)/FM Manager - with a request to make necessary arrangements w.r.t. the 8th Floor Conference Hall/ VC Link and providing water/tea/snacks to the participants and trainers (approx. 18 Nos) as per schedule.
- 5) SO (HR)/ASO (Aalok Sharma)

ORIENTATION PROGRAMME FOR THE OFFICERS AT THE LEVEL OF ADG

HQ

S No	Name	Position	DOJ	Posting
1	Sh. Piyush Chand Gupta	ADG	23.12.2020	HR Div
2	Col. Binoj Koshy	ADG (Tech)	23.11.2020	IS Div
3	Col. Nishith Kr. Datta	ADG (Tech)	17.08.2020	Tech I Div
4	Sh. Sandeep Kr. Singhal	ADG (Tech)	14.08.2020	Tech II Div
5	Sh. Rahul Kumar	ADG	11.01.2021	CRM & Logistics
6	Col. Harmeet Singh Kapoor	ADG	09.02.2021	Admin Div
7	Lt. Col. Gagan Budhiraja	ADG	08.02.2021	Enforcement, Training, Testing & Certification
8	Sh. RVN Srinivas	ADG	01.10.2020	E&U II
9	Lt. Col. Sanjeev Yadav	ADG	01.02.2021	Auth I Div
10	Lt. Col. Khushminder Singh	ADG (Tech)	26.11.2020	DC, Manesar

ROs/ TC (Virtual Orientation)

S No	Name	Position	DOJ	Posting
11	Lt. Col. RSN Satish	ADG	12.10.2020	Tech Centre, Bengaluru
12	Sh. Sanjeev Mahajan	ADG	01.09.2020	RO Chandigarh
13	Sh. Sandeep Arya	ADG	01.12.2020	RO Chandigarh
14	Lt. Col. Sanjay Singh Rautela	ADG	06.11.2020	RO Delhi
15	Lt. Col. Ramandeep Singh	ADG	15.02.2021	RO Delhi
16	Sh. Kapil Jambhulkar	ADG	28.12.2020	RO Guwahati
17	Ms. P. Sangeetha	ADG	07.09.2020	RO Hyderabad
18	Dr. Neil Jain	ADG	19.01.2021	RO Lucknow
19	Lt. Col. Akshay Yadava	ADG	09.02.2021	RO Mumbai
20	Lt. Col Amit Sethi	ADG	Recently joined	RO Mumbai
21	Lt. Col Praveen Kr Singh	ADG	Recently joined	RO Lucknow

SCHEDULE FOR ORIENTATION [25.02.2021 -26.02.2021]

S No	Date	Day	Time Slot	Subject	Division	Trainer
1	25-02-2021	Thursday	02:30 PM - 03:00 PM	Overview of Aadhaar and UIDAI Brief on organizational Structure of UIDAI	HR	Sh. Rajnish Jha, DD
2			03:00 PM - 03:30 PM	Enrolment Ecosystem - Enrolment Processes, Role of Registrar, Child Enrolment, DMS etc.	E&U	Smt Kajal Raina, Sr Manager
3			03:30 PM - 03:45 PM	Testing and Certification of Enrolment Agencies etc.	Training & Testing	Sh. G. Counassegarane, Sr Manager
4			04:00 PM - 04:45 PM	Authentication , Application and Seeding Framework	Authentication & Appl	Sh Aditya Pal, General Manager
5			04:45 PM - 05:30 PM	Logistic Processes and system including briefing on Pin Code Data Base	CRM & Logistics	Sh. Abhyuday Sharma, Manager & Sh. Yogeshwar Singh, Manager
6	26-02-2021	Friday	02:30 PM - 03:00 PM	Brief of Aadhaar Act and Regulations	Legal	Sh. Tanmaya Nirmal, Deputy Manager
7			03:00 PM - 03:30 PM	Information Security	Technology	Sh. Pradeep Singh Janmeja, Sr Manager
8			03:30 PM - 03:45PM	Contract Management and Government Risk Compliance	Technology	Col Ashok Kumar, Manager SLA
9			04:00 PM - 04:30 PM	Direct Benefit Transfer and usage of Aadhaar in welfare schemes and Financial Sector	DBT	Sh. Manik Batra, General Manager
10			04:30 PM - 05:00 PM	Procurement Manual, Process and Financial Management and Budgetry process in UIDAI	Finance	Sh. Syed Ravish Ali, ADG
11			05:00 PM - 05:15 PM	Understanding people's perception, issues in Media and Media Engagement	Media	Sh. Imran Ali Khan, Sr Manager IEC

मि.स.ए -33022/31/2014-ISTM-UIDAI (Vol.II)

भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India

जीवन भारती बिल्डिंग
Jeevan Bharti Building,
टावर-1/Tower 1, दूसरा तल/2nd Floor,
कनाउट सर्कस/Connaught Circus,
नई दिल्ली/New Delhi - 110001
दिनांक/Dated: 11.05.2017

Circular

Subject : 2 – days Training on 'RTI Act, 2005' for CPIOs and FAAs of UIDAI at UIDAI (HQ)

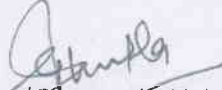
A two-days training programme on RTI Act, 2005 and Rules for all the Central Public Information Officers (CPIOs) and First Appellate Authorities (FAAs) of UIDAI is being conducted at UIDAI Headquarter in collaboration with the Institute of Secretariat Training & Management (ISTM) as per schedule given below:-

Venue : Conference Hall No. 1, UIDAI (HQ), 3rd Floor, Tower-2, Jeevan Bharati Building, Connaught Circus, New Delhi – 110 001

	<u>Date/ Time</u>	<u>Participants</u>
Day 1	1 st June, 2017 (Thursday) (Full day) 10 a.m. to 5 p.m.	All CPIOs (HQ and ROs) & Other ADGs (HQ)
Day 2	2 nd June, 2017 (Friday) (Forenoon) 10 a.m. to 1.30 p.m.	All CPIOs (HQ and ROs) & Other ADGs (HQ)
	(Afternoon) 2 p.m. to 5 p.m.	All F.A.As. (HQ and ROs)

2. All the FAAs and CPIOs (HQ and ROs) are requested to attend the said training programme as per schedule **positively**. Arrangements for boarding and lodging of the outstation participants are to be made by the concerned officers and expenses thereof may be claimed by them from their respective offices as per the extant rules.

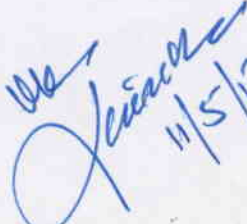
3. This issues with the approval of CEO, UIDAI. All concerned officers are further requested to confirm their participation at the earliest possible, or latest by 18th May, 2017.


(Gaurav Shukla)
Deputy Director (Estt)
Tel: 23466837

To,

1. All DDGs/ F.A.As (HQ and ROs)
2. All ADGs (HQ)/ CPIOs (HQ) and All CPIOs (ROs) – As per list attached
3. PSO to CEO, UIDAI
4. Manager KM Portal – with a request to upload the circular on KM Portal of UIDAI

Subm/Entn Dist: - 27/7/2017
11/5/17


11/5/17

o/c

**ORGANISATION SPECIFIC PROGRAMME (OSP) FOR U.I.D.A.I.
ON 'RIGHT TO INFORMATION (RTI) ACT, 2005' by I.S.T.M
(1st and 2nd June, 2017)**

2-days Training Session Plan

DATE	SESSION	TOPIC	FACULTY
01.06.2017 <i>(Thursday)</i> 10.00 a.m. to 1.30 p.m. 2.00 p.m. to 5.00 p.m.	I & II	Registration & overview of RTI	Sh. K. H. Sivaramakrishnan Assistant Director, ISTM 9868896850 (M) kh.siva@nic.in
	III	Third Party Information	
	IV & V	Duties of CPIOs	Shri K. S. Kumar, Ex-Faculty, ISTM 9811259805 (M) kskumar0953@gmail.com
02.06.2017 <i>(Friday)</i> 10.00 a.m. to 1.30 p.m. ----- 2.00 p.m. to 5.00 p.m.	I & II	Exemptions, Severability, and Third Party Information	Shri K. S. Kumar, Ex-Faculty, ISTM 9811259805 (M) kskumar0953@gmail.com
	III	Powers and Functions of Information Commission	
	IV	Duties of FAA and Discussion on recent decisions of CIC/ Court cases on RTI	
	V	Valediction	K H Sivaramakrishnan Assistant Director, ISTM

(Lunch Break - 1.30 p.m. to 2.00 p.m.)