

RTI Matter

No. 01/69/601/22/2019-RTI/53
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(RTI Section)

Udyog Bhavan, New Delhi
Dated the 04.03.2021

OFFICE MEMORANDUM

Subject:- Online training programme on RTI matters to be conducted by ISTM Faculty on 5th March 2021 & 12th March 2021 for all CPIOs and FAAs of DGFT (Hqrs.)

An online training programme is scheduled to be conducted by ISTM Faculty on RTI Act on 5th March 2021 and 12th March 2021 from 14.30 hrs to 17.00 hrs in Room No. 4 and 11 (Ground Floor) in this office. All CPIOs and FAAs (as per list) are requested to attend the training programme for better understanding of RTI Act.

The officers who have facility of camera/speaker in their computers/Laptop have the option to attend the training programme from their room itself. However, in that case, RTI division may be informed accordingly.

The link through which this online training programme will be conducted is given below:-

" <https://desktopvc.nic.in/flex.html?roomdirect.html&key=zznZU3Hjaf> "

(Access Code: 1155)

(Steps for using Webroom is enclosed herewith)

This issues with the approval of Competent Authority.

Suminder Kaur
(Suminder Kaur)
Deputy Director General of Foreign Trade
Tel. No. 23061562/395

Encl: As stated above

To

All CPIOs and FAAs (As per List)

Steps for using NIC Webroom Video Meetings App

A- For First time user

1. For Desktop/ Laptop

- Step 1: Go to <https://webvc.nic.in>.
- Step 2: Download and install the Vidyo desktop software.
- Step 3: Click on the meeting link sent to you through email or copy the link and paste at address line (URL) of the browser and press enter. Browser page opens.
- Step 4: Enter your name and press **connect**.
- Step 5: Enter meeting PIN, if any

You are ready to join the meeting.

2. For Mobile Devices:

- Step 1: Install Mobile App (VidyoMobile) from Play/App store.
- Step 2: Click on the meeting link received in e-mail/WhatsApp. Vidyo App gets invoked automatically.
- Step 3: Enter your name and press **connect**.
- Step 4: Enter meeting PIN, if any.

You are ready to join the meeting.

B-User having Vidyo Application already installed

1. For Desktop/ Laptop

- Step 1: Click on link or copy the link and paste it at address line (URL) of the browser. Vidyo application gets invoked
- Step 2: Join the Conference/meeting.

2. For Mobile Devices:

- Step 1: Click on the link received in e-mail/WhatsApp. Vidyo application gets invoked automatically.
- Step 2: Join the Conference/meeting.