

राष्ट्रीय उत्पादकता परिषद्

(अंतर्गत वणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एस.सी.ओ. 40, सेक्टर 7 सी,
मध्य मार्ग, चण्डीगढ़ - 160 019



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40 , Sector 7-C,
Madhya Marg, Chandigarh - 160 019

Ref No.: 5165

Date: 15.03.2018

Sub : Residential Training Programme on "RTI ACT,2005 Implementation: Problems, Issues and Challenges and CIC/SIC Judgments and Modern Office Management" at GANGTOK (Sikkim) during May 21-25, 2018.

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **May 21-25, 2018 at Gangtok(Sikkim)**. The programme has been designed keeping in view of the mandatory requirements under the RTI Act those Govt. departments, PSUs, Boards and Corporations should train their concerned officials on RTI for effective implementation. **Various problems and issues have emerged as part of implementation of RTI Act which are to be resolved while dealing with RTI applications.**

As you are aware that the Right to Information Act has got the assent of President on 15th June, 2005. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization. This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act. The programme will focus on effective dealing with RTI applications.

As you are aware that an Office Management is the administrative handling, controlling & maintaining a balanced process of work inside the office of an organization, the office manager is therefore responsible for planning, organizing and controlling the office work, processes and evaluating the outcome. It is very important for an office manager/office administrator to get maximum office/employee productivity by effective utilization of space, manpower, equipment & other resources and also creating good work environment so that every employee contributes maximum according to his/her potential. Modern Office Management has become a prime concern of each and every employee who not only does the work but also gets the work done by his/her subordinates. The "Office of the Future" with three forces Computer, Communication and Human Resource has triggered the emergence of new concepts and patterns.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The number of seats is limited and nominations will be accepted on first-cum-first-served basis

Thanking you,

Yours truly,

(G.Saravanan)
Regional Director

Phones : 0172-2794108, 2794110, Fax : 0172-2794109, Email : npc-chd@chd.nic.in
Head Office : National Productivity Council, Utpadakta Bhavan, Lodhi Road, New Delhi - 110 003
Website : www.npcindia.gov.in

PROGRAMME FEE :

Rs. 48,500/- (Forty eight thousand five hundred only) plus applicable GST (At present @ 18%) per participant.

Note: In case of Central Government, State Government, Union Territory administration, they are exempted from IGST.

The requisite participation fee must be sent along with nomination.

Confirmation of nomination is subject to receipt of participation fee along with nomination letter.

The spouse and children are allowed to stay along with the participants. However charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participants to the hotel directly in cash.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 21.05.2018 (AN) and return on 25.05.2018(F.N) Complete stay arrangements including breakfast, lunch & dinner have been made in the hotel and charges are included in the programme fee.

NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207

IFCS/RTGS/NEFT Code: IOBA 0000265

MICR Code: 110020007

PAN No. : AAATN0402F

GST No : 04AAATN0402F1ZE

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 14.05.2018.

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

SCO 40, Sector – 7-C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

E-mail: npc-chd@chd.nic.in; g.saravanan@npcindia.gov.in; sp.singh@npcindia.gov.in;

Mobile: 07589219766

Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME

RTI ACT, 2005 IMPLEMENTATION: PROBLEMS

&

ISSUES AND CHALLENGES AND

CIC/SIC JUDGEMENTS

AND

MODERN OFFICE MANAGEMENT

AT

GANGTOK (SIKKIM)

MAY 21-25, 2018



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40 (1st Floor), Sector 7 C, Madhya Marg, Chandigarh

Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES :

RIGHT TO INFORMATION ACT :

- To explain the requirements under Right to Information Act, 2005.
- To define Systems and Procedures for implementation of the Act.
- To discuss in detail how to handle RTI applications.
- To explain interlinkages of RTI act with other relevant Acts.
- To discuss roles and responsibilities of Public Information Officer and Powers and functions of Information Commission.
- To describe important judgments of Central Information and different State Commissions.
- To resolve problems related to RTI cases and discuss issues and challenges pertaining to the Act.

MODERN OFFICE MANAGEMENT:

- To discuss about Modern Office Management concepts and practices
- To discuss strategy and issues in implementing Modern Office Management Tools
- To discuss about roles and responsibilities of Office Manager/Office Administrator

CONTENTS :

Right to Information Act

- Introduction to Right to Information Act, 2005.
- Role of Organization in Implementing the Act.
- Methodology for Implementation of the Act.
- How to deal with RTI Applications.
- Roles and responsibilities of Public Information Officer.
- Powers and functions of Information Commission.
- Disposal of request for information.
- The interlinkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations.
- Important judgments of Central Information and different state commissions.
- Problems, issues and challenges pertaining to RTI Act.

Modern Office Management:

- Introduction to Modern Office Management and its Tools.
- Building good interpersonal relations in Offices.
- Modern Practices in Team Building, Effective Communication and Change Management.
- 5S and Kaizen implementation in Office.
- Time and Stress management , Conflict Management.
- Effective Supervision and Administration in Office.
- Knowledge Management.
- Strategy and issues in implementing Modern Office Management Tools.

PARTICIPATION :

- Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and other related officers from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings and banks/ public financial institutions.
- Senior & Middle level Officers, Managers from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private Sectors.

METHODOLOGY :

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION :

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course

VENUE: GANGTOK (SIKKIM)

DATES: MAY 21-25, 2018

Check-in: 21.05.2018(A.N)

Check-out: 25.05.2018 (F.N)(FOUR NIGHTS ONLY)

The Session will start on 21.05.2018 at 16.30 hours.