



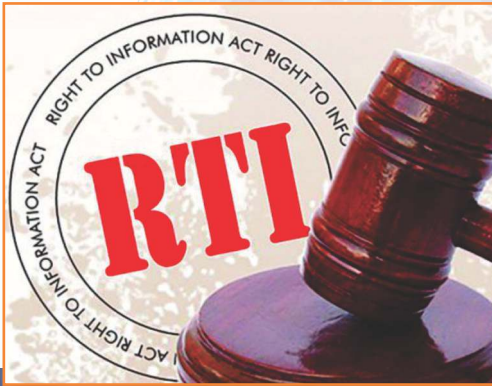
# NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

## “Advanced Course on Right to Information Act (RTI) Handling Tools & Effective Office Management”

From 11<sup>th</sup> to 15<sup>th</sup> February 2019  
at Kanyakumari.



## INTRODUCTION

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus gave a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants. Effective office Management is a systematic approach to improvement of skills in term of effective management and procedures. Office procedures are the practices & functionalities adopt in order to ensure desired results in day to day office exercises.

**OBJECTIVES :** *The programme aims at providing.*

- ⇒ Understanding the basic provisions of the RTI 2005 Act. Prepare Govt. officials/PIOs/FAAs better handle RTI applications from the Citizens
- ⇒ To provide an understanding on the concept of Effective Office Management
- ⇒ Streamline office procedures with modern Office Practices for better Productivity.

## COVERAGE :

- ⇒ RTI - History & Background
- ⇒ Scope and Coverage of the Act
- ⇒ Roles & responsibilities of the various Public Officials
- ⇒ Application, Appeal & Complaint Process
- ⇒ Role of Information Commissions & RTI Case Studies
- ⇒ Concepts of Effect Office Management
- ⇒ Basic concepts on Effective Office Management
- ⇒ Central Civil Services (Conduct) Rules
- ⇒ Major office procedures and their dynamics

## PARTICIPANTS PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.

## FACULTY & METHODOLOGY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field .The training Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/interactive discussions, small videos and presentations.

## PAYMENT DETAILS

Fee is to be paid by  
DD/Cheque in the name of  
“**National Productivity Council**”

PAN No : AAATN0402F  
GST No. : 24AAATN0402F1ZC

ECS Payment details :  
Indian Overseas Bank,  
70, Golf Link Branch, New Delhi  
**SB A/C No. 026501000009207;**  
**MICR – 110020007;**  
IIFSC No. IOBA0000265

In case of ECS payment (NEFT/ RTGS), the payment detail and UTR number may kindly be intimated (email) to programme coordinator.

\*It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.

## CERTIFICATE OF PARTICIPATION

NPC will give the certificate of participation along with a copy of group photograph to each participant on the conclusion of the programme.

## PARTICIPATION FEE & PROGRAMME SCHEDULE

<b>Program Code or Program Order No</b>	NPC/GN/IE/T12/234/2018-19
<b>The participation fees</b>	Rs. 49800 + 18% GST (Residential) Rs. 29000 + 18% GST (Non-Residential)
<b>Check In at Hotel/Resort</b>	12 Noon Onwards on 11 <sup>th</sup> February 2019
<b>Check Out at Hotel/Resort</b>	Before 11 AM on 15 <sup>th</sup> February 2019
<b>Programme starts on</b>	11 <sup>th</sup> February 2019 at 1400 hrs.
<b>Programme closes on</b>	15 <sup>th</sup> February 2019 at 1100 hrs.

The nominating authority should ensure that the nominations are sent with Nominating authorities & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in the letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: PO No: IE/GN/T12/234/2018-19

## GENERAL INSTRUCTIONS

- ⇒ The Last date for receiving nominations is 04<sup>th</sup> February 2019.
- ⇒ Due to the limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time & Acceptance of the nominations is/are subject to the seat availability & receipt of the participation fee latest by the last date for Nominations.
- ⇒ The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s). The fee once deposited is Non-refundable however, substitutions are allowed.
- ⇒ NPC will not bare any charges towards participants to & fro travel from their residence to training program venue.
- ⇒ Participants need to be medically fit & free from any medical problem which may impair his ability to attend and complete the training program.
- ⇒ Participants are requested to assure their own health & safety during training period & NPC will not be liable for medical expenses incurred during training program.
- ⇒ NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost.
- ⇒ Settlement of additional bills: The hotel has been instructed to open separate folio for each participant. You are requested to directly settle your additional dues regarding family members, laundry, telephone, mini bar, room service, overstay, etc. with the hotel directly before check out.
- ⇒ Any other terms and conditions applied as may be decided by NPC at any point of time.
- ⇒ Due to GST Guidelines please confirm its applicability for your department.

## FORTH COMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Systematic Problem Solving, Conflict & Change Management	11 <sup>th</sup> - 15 <sup>th</sup> March 2019	Port Blair	Rs. 49800 + 18% GST <b>(Residential)</b> Rs. 29,000 + 18% GST <b>(Non Residential)</b>

For further details of program,  
please visit : [www.npcindia.gov.in](http://www.npcindia.gov.in)



### CONTACT DETAILS:

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### CORRESPONDENCE ADDRESS

#### NATIONAL PRODUCTIVITY COUNCIL

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