



National Productivity Council

Training Programme on Improving Transparency and Accountability in Financial Administration through RTI Act

24-28 November 2025

(Goa)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

In today's knowledge society, access to information is essential for effective governance and informed decision-making. The RTI Act has been a milestone in promoting transparency, accountability, and probity in financial administration. By enabling scrutiny of public financial actions, it ensures responsible use of resources and strengthens trust in governance. This programme is designed to build the capacity of officials across departments in strengthening transparency and accountability in financial management. It will equip participants with practical knowledge and effective communication skills for handling RTI-related matters and fostering good governance.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- Understand the Concept of Transparency and Accountability.
- Comprehend the RTI Act Framework
- Apply RTI Act in Financial Administration
- Develop skills to maintain proper documentation and proactive disclosure as required under the RTI Act.
- Foster a culture of accountability, responsibility, and ethical conduct in financial administration.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Understanding the RTI Act, 2005 – objectives, scope, and significance in governance.
- RTI and Financial Administration
- RTI and Transparency in budgeting, expenditure, audits, and resource allocation.
- Rights and Duties of Public Authorities under RTI
- Challenges in Financial Administration under RTI
- Best Practices & Case Studies
- RTI and Citizen Participation – public feedback role in enhancing financial governance.

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Cooperatives, Corporations, Banks, Financial Institutions and/or Academic and/or Research Institutions.

7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	<i>T2526CHD02</i>
Program Venue	Goa
Programme Fee	For Residential Participants- Rs. 70,000 (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. For Non-Residential Participants- Rs. 55,000 (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit
Program Schedule	Goa (November 24-28, 2025) Check in for Residential Participants: 24-11-2025 (12:00 PM) Check out for Residential Participants: 28- 11-2025 (11:00 AM)
Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 04AAATN0402F2ZD	

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

Shri Ashok Kumar In charge-Regional Director National Productivity Council CRRID Campus, Plot 2A, Madhya Marg, Sector 19 A Chandigarh Email Id: ashok.kumar@npcindia.gov.in Mobile No. 9888481938	Sh. Suvyendu Shivakar Dy. Director Email: suvyendu.s@npcindia.gov.in chandigarh@npcindia.gov.in Mobile No.: +91-6287872655
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Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

- **Last date for Receiving of nominations: 17th November, 2025**



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Program: Improving Transparency and Accountability in Financial Administration through RTI Act

Programme Code: T2526CHD02

Programme Duration: 24-28 November 2025

Location: Goa

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 04AAATN0402F2ZD

11. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.