



National Productivity Council, Jaipur

Training Programme
on
**Administrative Effectiveness, Focus: Preventive
Vigilance, Right to Information Act 2005 & POSH**

PROGRAMME CODE: T2526JPR11

March 9-13, 2026
Mount Abu
April 13-17, 2026
Mussoorie



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 Industrial Engineering, Human Resource Management, Energy, Environment, Economics, 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

There is a need for creating awareness of vigilance in an organisation to bring transparency in the delivery system. All executives irrespective of their functional allocation must be aware of the vigilance angle and the accountability of public servants. Contract awarding and executing agencies shall be familiar with DOs and DONTs of vigilance matters. As per directive of commission employees appointed as APIO, PIO, Appellate Authority must be trained in RTI. POSH rules protect the rights of employees and ensure transparency & equality at the workplace

NPC has designed a condensed course on Preventive Vigilance, RTI & POSH to upgrade the knowledge and skills of the officials with updated changes.

3. LEARNING OBJECTIVES

- The programme aims at exposing participants to the concepts, scope and areas of preventive vigilance to understand the preventive vigilance and its measures
- To the fundamentals of Right to Information and contribution in Good Governance
- To promote systemic changes to protect equality at workplace though POSH.

4. BROAD PROGRAMME COVERAGE

- Overview, Definition & Determination of Vigilance Angle
- Preventive Vigilance & its measures
- CVC Act 2003 – Role & Functions of CVC & Important CVC instructions
- The Right to Information Act 2005 and related case laws.
- Overview of RTI, definition and role of different parties i.e. APIO, PIO, CPIO and Appellate Authority
- Various orders related to the Right to Information Act 2005.
- RTI various clauses including exemption clauses
- POSH Act
- Internal Committee – Constitutions & its responsibilities,
- Means of filing a complaint & The punishments for sexual harassment

5. METHODOLOGY

Methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centred conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional area of management, including Training/HR, Administration, Finance, Procurement, Vigilance Cell, RTI Cell, Appellate Authority, from Central and State Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous organisation, Banks and Service Organization, Academic Institutions, labour unions/ associations etc.

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>T2526JPR11</i>	
Program Date & Venue	March 9-13, 2026 at Mount Abu, Rajasthan May 11-15, 2026 at Mussoorie, Uttarakhand	
Programme Fee	Residential Participants ₹ 74000 /- + 18% GST Rs. Seventy Four Thousand Only + gst	Non-Residential Participants ₹ 50000 /- + 18% GST Rs. Fifty Thousand + GST
For Residential Participants	March 9-13, 2026 at Mount Abu, Rajasthan Check-in at hotel: 13.00 hrs., Check-out from Hotel: 11 hrs. May 11-15, 2026 at Mussoorie, Uttarakhand Check-in at hotel: 13.00 hrs., Check-out from Hotel: 11 hrs.	

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:** State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004
- A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z6

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.

HOW TO APPLY

- Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Director National Productivity Council, SB-96, JLN Marg, Bapu Nagar Jaipur - 302015 Mobile: 9414387196 Phone:-0141-2703573, 2702935 Email: jaipur@npcindia.gov.in	Ms.Aditi Mishra Dy. Director Email: aditi.mishra@npcindia.gov.in Phone:-0141-2703573, 2702935 Mobile No.: 9928226777
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10. 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).
- ❖ 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.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.

NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Administrative Effectiveness, Focus: PV, RTI & POSH**

Programme Code: **T2526JPR12**

Programme Duration: **March 9-13, 2026**

Venue/ Location: **Mount Abu**

Programme Duration: **April 13-17, 2026**

Venue/ Location: **Mussoorie**

Select Participation on Residential Basis ☐ OR Non-Residential Basis ☐

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted ☐ OR Select, if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST 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.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.
- *I certify that the above information is correct

Signature:_____ Date:_____ and Place:_____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory)_____
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. (Optional) _____
Organisation TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature:_____ Date:_____ and Place:_____