



NATIONAL PRODUCTIVITY COUNCIL

TRAINING PROGRAM

RTI, RECORD MANAGEMENT & POSH

Program Code : T2627GUW02

Ooty, Tamil Nadu

6th to 10th July 2026

1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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 organizations including Central Government Ministries and State Governments.

2. PROGRAM THEME

In today's governance and organizational environment, transparency, accountability, and ethical conduct are paramount. This training program on **Right to Information (RTI), Record Management, and Prevention of Sexual Harassment (POSH)** is designed to equip participants with the essential knowledge and practical skills required to ensure compliance with statutory provisions and foster a responsible workplace culture. The program integrates legal frameworks with real-world applications, enabling participants to handle information requests effectively, maintain robust records, and uphold workplace dignity and safety.

3. LEARNING OBJECTIVES

- ❖ To enhance understanding of the legal and procedural aspects of RTI, Record Management, and POSH.
- ❖ To build capacity for effective handling of RTI applications and appeals.
- ❖ To promote systematic and compliant record-keeping practices.
- ❖ To create awareness about prevention, prohibition, and redressal mechanisms under POSH.
- ❖ To strengthen institutional accountability and transparency..

4. BROAD PROGRAM COVERAGE

The Training program shall tentatively cover the following aspects

- ❖ Overview of RTI Act: provisions, roles, and responsibilities of Public Information Officers (PIOs).
- ❖ Procedures for handling RTI applications, exemptions, and appeals.
- ❖ Principles and best practices in record management and documentation systems.
- ❖ Digital record management and data retention policies.
- ❖ Legal framework and key provisions of the POSH Act.
- ❖ Roles and responsibilities of the Internal Complaints Committee (ICC).
- ❖ Handling complaints, inquiry procedures, and ensuring confidentiality.
- ❖ Case studies and practical insights on compliance and implementation.

5. METHODOLOGY

The 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

All employees across middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

7. FACULTY

The faculty for the training Program may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations

8. PROGRAM FEE & VENUE

Program Code	T2627GUW02	
Program Venue	OOTY, TAMIL NADU	
Program Fee	<u>Residential Participants</u> ₹ 70,000/- + 18% GST	<u>Non-Residential Participants</u> ₹ 55000/- + 18% GST
For Residential Participants	Check-in at the hotel: 12 noon onwards on 06 th July 2026 Check-out from Hotel: Before 11 am on 10 th July 2026	

9. PAYMENT DETAILS

Program fee inclusive of GST to be paid in advance and proof of payment to be attached along with the application form.

ECS Payment Details:

Bank Name : State Bank of India
Branch : New Guwahati
Bank A/c No : 39754600161
IFCS Code : SBIN0000221
PAN No : AAATN0402F
GST No : 18AAATN0402F1Z5

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

Shri Manoj Kumar Lilhare

Deputy Director

National Productivity Council

1st Floor, NERAMAC Complex, Panjabari Road, Six Mile, Guwahati 781022

Email Id: guwahati@npcindia.gov.in; mk.lilhare@npcindia.gov.in

Tel: 0361-4535193; +91-9806020294

Last date for receiving nominations: 17th June 2026

11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the Program fee latest by the last date for nominations.
- ❖ The Residential Program 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 Program fee covers the professional fee for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to non-residential participants
- ❖ 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 arrangements to reach the venue on time as per the Program 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 the program. 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 a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the program.
- ❖ 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



NATIONAL PRODUCTIVITY COUNCIL
1st Floor, NERAMAC Complex, Panjabari Road, Six Mile, Guwahati - 781022
guwahati@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme : RTI, Record Management & POSH
 Program Code : T2627G UW02
 Program Duration : 6th to 10th July 2026 Location: OOTY, TAMIL NADU
 Select Participation on : Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organization 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 Organization who are Not Exempted and having GST registration please provide your GST No. (Mandatory): _____
 (PS: - Kindly provide the GST number of organization on which GST Invoice to be raised)

Organization PAN No. (Optional) _____

Organization TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____



National Productivity Council

Under Department for Promotion of Industry and Internal Trade
Ministry of Commerce & Industry, Government of India
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Guwahati -781022

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