



National Productivity Council

# Training Programme on RTI and Preventive Vigilance for Organizational Transparency

PROGRAMME CODE: TP/22-23/112

09 - 13 January 2023

(Trivandrum)



## **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**

The Right to Information Act or simply RTI, is an Act that aims to promote transparency across government institutions in India. The Act came into existence in 2005, after sustained efforts of anti-corruption activists. It is termed as revolutionary because it opens government organisations up for scrutiny. Equipped with knowledge about RTI, a common man can demand any government agency to furnish information.

Preventive Vigilance is adoption of various measures to improve systems and procedures to eliminate or reduce corruption. Standardization, automation, leveraging technology, transparency, accountability, control & supervision, training and awareness are tools of preventive vigilance in which use of information technology plays a pivotal role as it reduces interface and discretion. The main objective of Preventive Vigilance is not to wait for commission of an offence but to ensure its prevention by identifying the vulnerable areas in the organization & plugging the loopholes.

Organizational transparency is a philosophy of sharing appropriate and non-confidential information freely in an effort to benefit the organization and their stakeholders – employees, customers, investors, government and society. Transparency is often cited as essential to the trust stakeholders place in organizations. In the past two decades, more focus in transparency has taken shape across different domains of organization post surfacing of prominent corporate scandals in both national and international levels. Both RTI and Preventive vigilance can act as a perfect catalyst for maintaining and sharing information with stakeholders to provide foundation for organizational transparency.

## **3. LEARNING OBJECTIVES**

At the end of the training, Participants shall be able to understand

- Overview, history and background of RTI Act
- Provision and obligations of Public authorities under RTI and role of various PIOs
- Overview of Central Vigilance Commission and other vigilance institutes.
- Concept Of Disciplinary Authority, Its Roles And Functions, vigilance angles and its dimensions, etc
- Overview and need of Organisational Transparency.
- Role of RTI and Preventive Vigilance towards promoting Organizational Transparency.

#### 4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Basics of RTI and its various provisions
- Procedure to be followed while relying to RTIs
- Role of various officials
- Role of Central Vigilance Commission and its activities
- Administrative Vigilance and its types
- Concept of Disciplinary Authorities
- Inquiry process and Inquiry Report
- Need of Organizational Transparency in current scenario
- Organizational Transparency in Government sectors
- Case Studies

#### 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

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

#### 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

<b>Programme Code</b>	<i>TP/22-23/112</i>	
<b>Program Venue</b>	<b>TRIVANDRUM</b>	
<b>Programme Fee</b>	<b>Residential Participants</b> ₹ 55000 /- + 18% GST (Rupees Fifty Five Thousand plus 18% GST) per participant	<b>Non Residential Participants</b> ₹ 30500 /- + 18% GST (Rupees Thirty Thousand Five Hundred plus 18% GST) per participant
<b>For Residential Participants</b>	Check-in at hotel – 09 <sup>th</sup> January 2023, <i>Monday, Afternoon</i> Check-out from Hotel –13 <sup>th</sup> January 2023, <i>Friday, 12 Noon</i>	

## 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 BANGALORE
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 29AAATN0402F1Z2

*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.*

- **NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.**

## 10. HOW TO APPLY

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

<p><b>The Regional Director</b> National Productivity Council (NPC) 2nd Floor, KSDB Building, 55, Risaldar Street, Seshadripuram Bengaluru – 560020 Email Id: swarupan.das@npcindia.gov.in / bangalore@npcindia.gov.in Tel – 9019883123 / 080-23467294</p>	<p><b>The Training Coordinator</b> National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: npctraining@npcindia.gov.in; Tel: 011-24607319</p>
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- **Last date for Receiving of nominations: (23<sup>rd</sup> December 2022)**

## 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..
- ❖ 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.



**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**  
**[npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme:

Programme Code:

Programme Duration:

Location:

**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. 02650100009207, 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 BANGALORE
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 29AAATN0402F1Z2

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अमृत महोत्सव



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