



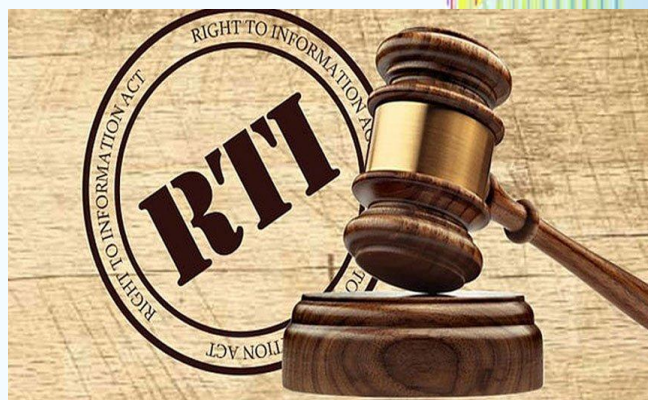
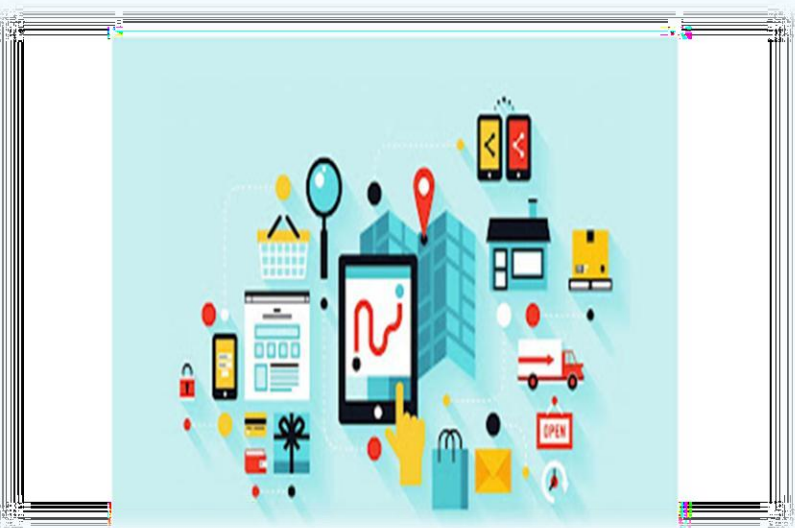
National Productivity Council, Chandigarh

Training Programme on
**Transparency and Efficiency: Advance Course
on RTI & Modern Management Practices**

PROGRAMME CODE: (T2627CHD03)

19-23rd Oct 2026

**Manali (Himachal
Pradesh)**



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 organizations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

In today's dynamic governance environment, public institutions are expected to deliver services that are transparent, accountable, citizen-centric, and efficient. The **Right to Information (RTI) Act, 2005** has emerged as one of the most significant legislative instruments for promoting openness, strengthening democratic governance, and empowering citizens through access to information. Effective implementation of the RTI Act not only enhances public trust but also encourages ethical decision-making and institutional accountability.

Alongside transparency, government organizations face increasing pressure to improve operational efficiency, optimize resource utilization, and deliver quality public services

Integrating the principles of transparency with contemporary management approaches enables organizations to create systems that are both accountable and performance oriented. Such integration helps reduce procedural delays, eliminate inefficiencies, strengthen compliance, improve service delivery, and foster a culture of continuous improvement.

3. LEARNING OBJECTIVE

The programme aims to strengthen the capacity of officers and officials responsible for implementing the RTI Act while equipping them with modern management tools that enhance organizational effectiveness and public service delivery. The programme will enable participants to:

- Develop an in-depth understanding of the provisions, procedures, and recent developments under the RTI Act, 2005.
- Understand the roles and responsibilities of Public Information Officers (PIOs), First Appellate Authorities (FAAs), and other stakeholders.
- Examine important decisions, case laws, exemptions, and best practices relating to RTI implementation.
- Learn strategies for proactive disclosure, digital record management, and effective information governance.
- Gain insights into modern management practices for improving organizational productivity and operational excellence.
- Strengthening leadership, communication, stakeholder engagement, and change management capabilities.
- Promote ethical governance, transparency, accountability, and citizen-centric service delivery.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

Right to Information Act

- Introduction to Right to Information Act, 2005
- Role of Organization in Implementing the Act
- Methodology for Implementation of the Act
- Roles and responsibilities of Public Information Officer
- Powers and functions of Information Commission
- Disposal of request for information
- RTI On-line
- The inter linkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations
- Important judgments of Central Information and different state commissions
- Fallacy of RTI and proposed amendments in RTI Acts

Modern Management Practices:

- An introduction to modern management Practices
- Effective communication & Team Building
- Motivation & Leadership
- Time and stress management
- Interpersonal relations
- Conflict resolution
- Employee performance management
- Knowledge Management

4. TARGET PARTICIPANTS

The programme is designed for officials working across different functional areas of management including administration, Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and other related officers from Central & State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings and banks/ public financial institutions, Senior Officers/ Managers, Head of the Departments, Chief Executives, HR Managers, Personnel Manager, Administrative officer and Professionals.

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. FACULTY

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

7. PROGRAMME FEE & VENUE

Programme Code	T2627CHD03	
Program Venue	Manali (Himachal Pradesh)	
Programme Fee	Residential Participants ☐ 70,000/-+ 18% GST	Non-Residential Participants ☐ 55,000/-+ 18% GST
For Residential Participants	Check-in at hotel- (12:00 pm) on 19 th October 2026 Check-out from Hotel- (9:00 am) on 23 rd October 2026	

8. 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.

HOWTO APPLY

- Please apply in prescribed application format enclosed with this brochure.
- Last date for Receiving of nominations:10th October 2026
- Nominations may be sent to the following address:

Ashok Kumar
In Charge Regional Director
Mobile No. 9888481938
Email: ashok.kumar@npcindia.gov.in

Sh. Suvyendu Shivakar,
Deputy Director
Mobile No.:+91-6287872655
Email: suvyendu.s@npcindia.gov.in

National Productivity Council, Chandigarh
CRRID Campus, Centre for Research in Rural and Industrial Development,
Plot No 2A, Madhya Marg, Sector 19 A, Chandigarh-160019
chandigarh@npcindia.gov.in

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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Transparency and Efficiency: Advanced Course on RTI and Modern Management Practices

Programme Code: TP2627CHD03

Programme Duration: 19th Oct-23rd Oct 2026

Venue/Location: Manali

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					
4					

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 GST No. (Mandatory) _____

(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: _____

9. GENERALINSTRUCTIONS

- ❖ 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.