

**NATIONAL PRODUCTIVITY COUNCIL, JAIPUR**  
**Calendar of e-Training Programme 2020**

No.	Programme	Dates	Fee (R)	PDF
1	Workplace Management through 5S for integrating to New Normals	November 17-18 2020	Rs. 3100/-+GST Rs. 2100/-+GST for MSME	
2	Developing Soft Skills for administrative staff	November 19-20	Rs. 4100/-+GST Rs. 2500/-+GST for MSME	
3	Administrative Effectiveness, Focus: RTI & Preventive Vigilance	November 23-25, 2020	Rs. 6100/-+GST	
4	Public Procurement:, e-Procurement & GEM	November 23-24, 2020	Rs. 4100/-+GST Rs.2100- + GST for MSME	
5	Noting & Drafting	November 25, 2020	Rs.3100- + GST	
6	Enhancing Secretarial Effectiveness : Capacity Building	November 26-27, 2020	Rs. 4100/-+GST (R) Rs. 2100/-+GST for MSME	
7	Assessment of Govt. Scheme: Digital MEIA	December 2-4 2020	Rs. 6100/-+GST Rs. 3100/-+GST for MSME	
8	Smart Governance: Public Service Delivery in Digital India	December 2-4 2020	Rs. 6100/-+GST Rs. 3100/-+GST for MSME	
9	Supply Chain Management	December 7-8, 2020	Rs. 4100/-+GST Rs. 2100/-+GST for MSME	
10	Establishment Rules & Reservation Rule in Service	December 7-9, 2020	Rs. 6100/-+GST	
11	Industrial Safety: Offices and Shop-floor	December 10-11, 2020	Rs. 4100/-+GST Rs. 2100/-+GST for MSME	
12	Effective Office Administration	December 14-16, 2020	Rs. 6100/-+GST Rs. 3100/-+GST for MSME	
13	Right to Information Act	December 17-18, 2020	Rs. 4100/-+GST	
14	Reservation Rule in Service	December 21-23, 2020	Rs. 6100/-+GST	

- \* The detailed brochure is available on [www.npcindia.gov.in](http://www.npcindia.gov.in) or would be available 10-12 weeks before commencement of the programme on request through mail.
- \* The duration of the programme would be 3.00 hrs. per day including break in between. The Training Programme would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants.Registration link would be sent to nominated participants 1-2 days before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed. Participants will be provided requisite technical support for connecting through the Cisco Webex platform
- \* Customised Training Module at Company premise/ neutral venue can be organised on above topics for 15-20 participants in each batch on mutually agreed dates, financial implications and terms and condition.
- \* Fee is excluding of GST and will be added as per applicable on fee at present @ 18%.
- \* Fee is to be paid by **DD/ Cheque/ECS** in the name of “**National Productivity Council**” **New Delhi or through ECS**
- \* **Bank Name: Indian Overseas Bank, 70 Golf Link, New Delhi, Bank Account No.: 026501000009207, IFCS/RTGS/NEFT Code: IOB-A0000265, MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B GST No.: 08AAATN0402F1Z6**
- \* Please let us know your tentative requirements; this would help us serve your better.

For details please contact

**Programme Director**

**NATIONAL PRODUCTIVITY COUNCIL**

SB-96, J.L.N.Marg, Bapu Nagar, JAIPUR 302004

Phone: 0141-2702935, 0141-2703573, Fax: 0141-2703573

e-mail: [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), Web: [www.npcindia.gov.in](http://www.npcindia.gov.in)

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No. JP/2020-21/18

09/11/2020

Dear Sir/Madam,

**National Productivity Council (NPC) Jaipur** is pleased to offer 2 day online e-Training Programme on “**Administrative Effectiveness, Focus: Preventive Vigilance & RTI**” through CISCO Webex during November 23-25, 2020

NPC has designed a customized training programme on Preventive Vigilance and RTI to enhance the competency level of the officials. The programme aims at facilitating the participants to acquire competencies considered necessary for handling the vigilance and e-procurement issues effectively and efficiently.

The programme has been designed for officials handling vigilance matter, RTI Cell from administration and establishment, HR, finance and auditors, officials attached to sr. level officials working across different functional areas of management in the organisation who discharge the function of Vigilance & RTI related matter

**The participation fee is Rs.6100/- + 18% GST (Rs. Six Thousand One Hundred + 18% GST)** per participant inclusive of programme material and professional charges. (online or offline payment)

The brochure with programme objectives, coverage, methodology, faculty, dates, venue, and financial implication is enclosed for your kind perusal.

Kindly feel free to call us at **0141-2703573, 2702935, 8826628448, 9414387196** or email us at [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), [himanshu.rg@npcindia.gov.in](mailto:himanshu.rg@npcindia.gov.in) in case any clarification is required. We look forward to your continuous support and an early response.

Thanking you

Yours Sincerely

(Mukesh Singh)  
Director

**For unsubscribe please reply with unsubscribe on subject**



## **NATIONAL PRODUCTIVITY COUNCIL, JAIPUR**

### **Online e-Training Programme on Administrative Effectiveness, Focus: Preventive Vigilance & RTI November 23-25, 2020**

#### **INTRODUCTION:**

There is a need for creating awareness of vigilance & RTI in an organisation in order to bring transparency in the delivery system and avoid penal provision under RTI. All executives irrespective of their functional allocation must be aware of the vigilance angle and accountability of public servants. Contract awarding and executing agencies in particular be familiar with do and don'ts on vigilance matter, coupled with the recent directives and orders.

NPC has designed a condensed course on Administrative Effectiveness, Focus: Preventive Vigilance & RTI to upgrade the knowledge and skills of the officials.

#### **OBJECTIVES:**

The programme aims at exposing participants

- To promote systemic changes to improve the transparency within their organisation
- To enhance competency level of the participants on the preventive vigilance and right to information act 2005.

#### **CONTENTS:**

- Overview, Definition & Determination of Vigilance Angle
- Preventive Vigilance & its measures
- CVC Act 2003 – Role & Functions of CVC & Important CVC instructions
- Whistle Blower Protection Act 2011
- Overview of RTI, definition and role of different party
- Various orders related to the Right to Information Act 2005.
- 'Role of APIO, PIO, CPIO and Appellate Authority
- RTI various clauses including exemption clauses

#### **TARGET GROUP:**

The programme is designed for officials working across different functional areas of management, including administration, finance, personnel & training/HRD, contracts, procurement, etc. from organisation. The programme is useful for RTI Cell including PIO, appellate authority and employees working in RTI Cell. The details of the programme and their coverage are provided with brochure enclosed herewith.

#### **FINANCIAL IMPLICATIONS:**

**Rs.6100/- + 18% GST (Rs. Six Thousand One Hundred + 18% GST)** per participant inclusive of programme material and professional charges. (online or offline payment)

The Cheque/DD/ECS should be drawn in favour of “**National Productivity Council**” payable at New Delhi.

ECS Detail: Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6**

**Online:** Individual participants may directly pay online by registering through the respective "Register" button provided at <https://www.npcindia.gov.in/NPC/User/webinarpage>

#### **FACULTY AND METHODOLOGY:**

The faculty would include specialists from NPC & invited speakers from organizations of eminence.

Methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and development of action plans by the participants for the implementation at the organisational levels to address the issues of procurement.

#### **DATES:**

**November 23-25, 2020**

Day 1: November 23, 2020 from 14:00 hrs. to 17:00 hrs.

Day 2: November 24, from 14:00 hrs. to 17:00 hrs.

Day 3: November 25, from 14:00 hrs. to 17:00 hrs.

#### **REGISTRATION:**

The duration of the programme would be 3.00 hrs. per day including break in between.

The Training Programme would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants.

Registration link would be sent to nominated participants 1 day before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed.

Participants will be provided requisite technical support for connecting through the Cisco Webex platform

#### **FOR FURTHER DETAILS PLEASE CONTACT:**

##### **Programme Director**

National Productivity Council

(Under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Regional Directorate –Jaipur

SB-96, JLN Marg, Bapu Nagar,

Jaipur – 302015, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No:8826628448, 09414387196

E-Mail: [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), [himanshu.rg@npcindia.gov.in](mailto:himanshu.rg@npcindia.gov.in)

Website: [www.npcindia.gov.in](http://www.npcindia.gov.in)

No. JP/2020-21/19

09/11/2020

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its online e-Training Programme on “[SMART Governance: Public Service Delivery in #Digital India](#)”, through **CISCO Webex** from **December 2-4, 2020**. With SMART governance, democracies around the globe are set to improve their education, security, transport, resource management, and economic infrastructure. This training programme is aimed to train the participants on application of the concept of SMART governance and how it can be used to satisfy the expectations of the citizens through digital revolution.

**The participation fee is Rs.6100/- + 18% GST (Rs. Six Thousand One Hundred + 18% GST)** per participant inclusive of programme material and professional charges. (online or offline payment)

The brochure with programme objectives, coverage, methodology, faculty, dates, venue, and financial implication is enclosed for your kind perusal.

We are sure that you would take advantage of this programme and nominate a few officials from your organization for technical capacity building. Kindly feel free to call us at **0141-2703573, 2702935, 8826628448, 9414387196** or email us at [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), himanshu.rg@npcindia.gov.in for any further clarification is required. We look forward to your continuous support and an early response.

Thanking you

Yours Sincerely

(Mukesh Singh)  
Director

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## **NATIONAL PRODUCTIVITY COUNCIL, JAIPUR**

### **Online e-Training Programme on Smart Governance: Public Service Delivery in Digital India December 2-4, 2020**

#### **INTRODUCTION:**

The influence of modern technology can be felt in every aspect of our lives, even in the way our governments function. With SMART governance, democracies around the globe are set to improve their education, security, transport, resource management, and economic infrastructure. This training programme is aimed to train the participants on application of the concept of SMART governance and how it can be used to satisfy the expectations of the citizens through digital revolution. The course also illustrates with successful examples how government schemes can be monitored, evaluated and reformed in real time using ICT tools. The course also underlines the ethical aspect of governance which is the spirit of effective and responsive public service delivery

#### **OBJECTIVES:**

The programme aims at exposing the participants to

- the concepts of governance and good governance
- the issues and challenges in delivering good governance the SMART way
- SMART governance components, architecture and roles of stakeholders
- approach and strategies for ensuring SMART governance through ICT Tools
- Learning from various sectors, states and countries

#### **CONTENTS:**

- Governance in India : a critical review & resistance factors
- Good Governance and SMART Governance: Models and Requirements.
- Digitalisation - a tool for SMART Governance
- Government Process Reengineering
- Effective and Efficient public service delivery using ICT/Digitalisation
- Monitoring and Impact Evaluation of government schemes through ICT tools
- Best practices followed in various sectors/states/countries

#### **TARGET GROUP:**

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, contracts, procurement, etc. from organisation. The details of the programme and their coverage are provided with brochure enclosed herewith.

#### **FINANCIAL IMPLICATIONS:**

**Rs.6100/- + 18% GST (Rs. Six Thousand One Hundred + 18% GST)** per participant inclusive of programme material and professional charges. (online or offline payment)

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**Online:** Individual participants may directly pay online by registering through the respective "Register" button provided at <https://www.npcindia.gov.in/NPC/User/webinarpage>

**FACULTY AND METHODOLOGY:**

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Methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and development of action plans by the participants for the implementation at the organisational levels to address the issues of procurement.

**DATES:**

**December 2-4, 2020**

Day 1: December 2, 2020 from 14:00 hrs. to 17:00 hrs.

Day 2: December 3, 2020, from 14:00 hrs. to 17:00 hrs.

Day 3: December 4, 2020, from 14:00 hrs. to 17:00 hrs.

**REGISTRATION:**

The duration of the programme would be 3.00 hrs. per day including break in between.

The Training Programme would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants.

Registration link would be sent to nominated participants 1 day before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed.

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Website: [www.npcindia.gov.in](http://www.npcindia.gov.in)