

राष्ट्रीय उत्पादकता परिषद्

(अंतर्गत वणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एस.सी.ओ. 40, सैक्टर 7 सी,
मध्य मार्ग, चण्डीगढ़ - 160 019



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40, Sector 7-C,
Madhya Marg, Chandigarh - 160 019

Ref No.: 5169

Dated 18.07.2018

**Sub: Residential Training Programme on " Advance Course on Right to Information Act, 2005
(Focus: Problems, issues and challenges and CIC/SIC Judgements) And Modern Management
Practices" at GOA during November 19-23, 2018.**

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during November 19-23, 2018 at Goa. The programme has been designed keeping in view of the mandatory requirements under the RTI Act those Govt. departments, PSUs, Boards and Corporations should train their concerned officials, on RTI for effective implementation. Various problems and issues have emerged as part of implementation of RTI Act which are to be resolved while dealing with RTI applications.

You are aware that the Right to Information Act has got the assent of President on 15th June, 2005. . As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization.

This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act. The programme will focus on effective dealing with RTI applications.

You are aware high customer expectations and global economy has posed numerous challenges for the organizations to improve their image and performance. It is essential for the managers/officers to know modern management practices in order to identify, develop and sustain their competitive advantage.

This training programme will help the participants to better understand the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve managerial effectiveness and performance of the organization.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The number of seats is limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

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Yours truly,

(S.P. Singh)
Regional Director

PROGRAMME FEE :

Rs. 48,000/- (Forty Eight Thousand only) plus applicable GST (At present @ 18%) per participant.

Note: In case of Central Government, State Government, Union Territory administration, they are exempted from IGST

The requisite participation fee must be sent along with nomination.

Confirmation of nomination is subject to receipt of participation fee along with nomination letter. Accompanying spouse and Children will have to pay to the hotel directly in cash towards boarding & lodging The requisite participation fee must be sent along with nomination.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 19.11.2018 (AN) and return on 23.11.2018(F.N) Complete stay arrangements including breakfast, lunch & dinner have been made in the hotel and charges are included in the programme fee.

NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207
IFCS/RTGS/NEFT Code: IOBA 0000265
MICR Code: 110020007
PAN No. : AAATN0402F

GST No : 04AAATN0402F1ZE

Bank Name : Indian-Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 12.11.2018.

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

SCO 40, Sector 7-C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

E-mail: npc-chd@chd.nic.in; sp.singh@npcindia.gov.in

Mobile: 07589219766

Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME

ON

ADVANCE COURSE ON RIGHT TO INFORMATION ACT, 2005

(Focus: Problems, issues and challenges and CIC/SIC Judgements)

AND

MODERN MANAGEMENT PRACTICES

AT

GOA

NOVEMBER 19-23, 2018



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40, Sector 7 C, Madhya Marg, Chandigarh

Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES :

RIGHT TO INFORMATION ACT:

- To explain the requirements under Right to Information Act, 2005.
- To define Systems and Procedures for implementation of the Act.
- To discuss in detail how to handle RTI applications.
- To explain interlinkages of RTI act with other relevant Acts.
- To discuss roles and responsibilities of Public Information Officer and Powers and functions of Information Commission.
- To describe important judgments of Central Information and different State Commissions.
- To resolve problems related to RTI cases and discuss issues and challenges pertaining to the Act.

MODERN MANAGEMENT PRACTICES:

- To introduce advance management techniques for management and control of organizational functioning.
- To discuss implementation of advanced management techniques for improving managerial effectiveness.
- To improve leadership, managerial and administrative skills among the participants.

CONTENTS :

Right to Information Act

- Introduction to Right to Information Act, 2005.
- Role of Organization in Implementing the Act.
- Methodology for Implementation of the Act.
- How to deal with RTI Applications.
- Roles and responsibilities of Public Information Officer.
- Powers and functions of Information Commission.
- Disposal of request for information.
- The interlinkages 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.
- Problems, issues and challenges pertaining to RTI Act.

Modern Management Practices:

- Effective Leadership and Managerial Skills
- Modern HR practices
- Knowledge Management
- Total Quality Management
- Time and Stress Management
- Motivation and Team building
- Conflict Resolution
- Change Management
- Participative Management
- Six Sigma for improving performance
- Performance Management System

PARTICIPATION :

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, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings and banks/ public financial institutions.

Senior & Middle level Officers, Managers from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private Sectors.

METHODOLOGY :

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION :

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course

VENUE : GOA

DATES: NOVEMBER 19-23, 2018

Check-in: 19.11.2018 (A.N)

Check-out: 23.11.2018 (F.N)(FOUR NIGHTS ONLY)

The Session will start on 19.11.2018 at 16.30 hours