

# RIGHT TO INFORMATION & OFFICE MANAGEMENT

18-22 MARCH, 2024  
MUNNAR



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आज़ादी का  
अमृत महोत्सव

HRM GROUP  
National Productivity Council  
Utpadakta Bhavan,5-6  
Institutional Area, Lodhi Road  
New Delhi - 110003

## **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**

Effective Office Management has become the prime concern of each and every employee who not only does the work but also get the work done by their subordinates. The office of the future with its three forces computer, communication and human resources has triggered the emergence of new concepts and patterns of management thoughts. The work pattern as well as pattern of the working group has changed abruptly.

To cope up with this changing scenario, NPC has tailored this programme for the benefit of Indian Organization with a view to utilize the available concepts and technology.

Knowledge of RTI and its application in the work field will culminate confidence in the mind of the employees. It will help the employee to know which information he is liable to share and which information he is liable to get from the appropriate authority. It is similar to knowledge empowerment where transparency of information is the buzz word.

## **3. LEARNING OBJECTIVES**

The aim of the training course is to equip the participants with knowledge and skills to handle the job of CPIOs / Appellate Authorities and help the Ministries/Departments/Organizations in implementing the provisions of the Right to Information Act, 2005. Also, exposure to the requirements related to record management shall be given so as to strengthen and make the office management more efficient and transparent.

## **4. BROAD PROGRAMME COVERAGE**

- Concept of Office Management
- Office Automation and Communication Tools in the Office Management
- To create awareness about importance of Right to Information Act
- To deliberate on the role of RTI on Effective Office Management

## 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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

## 7. FACULTY

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

## 8. PROGRAMME FEE & VENUE

Venue	Munnar	
Programme Fee	<b>Residential Participants:</b> INR 55,000/- (Rs. Fifty Five Thousand only) Plus GST @ 18%	<b>Non-Residential Participants:</b> INR 30,500/- (Rs. Thirty Thousand Five Hundred only) Plus GST @ 18%

## 9. CHECK-IN/CHECK-OUT INFORMATION

**Check in at Hotel/Resort:** 12 Noon Onwards on 18<sup>th</sup> March, 2024

**Check out at Hotel/Resort:** Before 12 Noon on 22<sup>nd</sup> March, 2024

## 10. 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: 07AAATN0402F1Z8

*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.*

## 11. HOW TO APPLY

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

<p><b>Program Coordinator</b></p> <p>Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: <a href="mailto:asmita.raj@npcindia.gov.in">asmita.raj@npcindia.gov.in</a> Tel: 011-24607376 011-24607364 011-24607352 011-24607337</p>	<p>Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: <a href="mailto:us.prasad@npcindia.gov.in">us.prasad@npcindia.gov.in</a> Tel: 011-24607376 011-24607364 011-24607352 011-24607337</p>
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### **LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 11<sup>th</sup> March' 24**

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T12/23-24**

**Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.**

## 12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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.
- 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.
- 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 towards to-and-fro travel from 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

## APPLICATION FORM FOR NOMINATIONS

**Title of Programme: RTI & Office Management Team Building at Munnar**

**Programme Duration: 18<sup>th</sup> to 22<sup>nd</sup> March, 2024**

### I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

### II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

### III. Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):\_\_\_\_\_

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#### Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number and Programme Code
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8