



**National Productivity Council**

## **Training Programme on**

**ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE  
VIGILANCE & e-PROCUREMENT**

**PROGRAMME CODE: (TP/22-23/13)**

**22-26 MAY 2023  
(MUSSOORIE)**



## **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**

There is a need for creating awareness of vigilance in an organisation in order to bring transparency in the delivery system. All executives irrespective of their functional allocation must be aware of the vigilance angle and the accountability of public servants. GFR, Contract awarding and executing agencies in particular shall be familiar with DOs and DONTs of vigilance matters, coupled with the recent advances in procurement. As per directive of commission employee appointed as APIO, PIO, Appellate Authority must be trained in RTI. NPC has designed a condensed course on Preventive Vigilance, RTI & e-Procurement to upgrade the knowledge and skills of the officials with updated changes in RTI.

## **3. LEARNING OBJECTIVES**

The programme aims to discuss with participants

- To the concepts, scope and areas of preventive vigilance in order to understand the preventive vigilance and its measures
- To promote systemic changes to improve the transparency within their organization through RTI & e-Procurement
- To the provisions of procurement as per GFR

## **4. BROAD PROGRAMME COVERAGE**

- Overview, Definition & Determination of Vigilance Angle
- Preventive Vigilance & its measures
- CVC Act 2003 – Role & Functions of CVC & Important CVC instructions
- The Right to Information Act 2005 and related case laws.
- Overview of RTI, definition and role of different party i.e. APIO, PIO, CPIO and Appellate Authority
- Various orders related to the Right to Information Act 2005.
- RTI various clauses including exemption clauses
- GFR Rules related to contract and procurement

## 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

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, Purchasing, Procurement, Vigilance section, RTI Cell (PIO/CPIO), Appellate Authority etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations, Autonomous Institutions etc. The details of the programme and their coverage are provided with brochure enclosed herewith.

## 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 Date &amp; Code</b>	<b>May 22-26, 2023 (TP/22-23/13)</b>	
<b>Program Venue</b>	Mussoorie	
<b>Programme Fee</b>	Residential Participants ₹ 55500/- + 18% GST	Non-Residential Participants ₹ 30500/- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel: <b>22/05/22 11 am</b> Check-out from Hotel: <b>26/05/2022 10 am</b> early check-in subject to availability of room at hotel	

## 9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
<ul style="list-style-type: none"><li><b>ECS Payment Details:</b> State Bank of India, Bapu Nagar, Jaipur - 302004 Branch; A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477</li><li>DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur, TAN No. JPR00099B</li><li>NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 08AAATN0402F1Z6</li></ul>	

*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.*

## 10. HOW TO APPLY

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

**The Training Coordinator**

**National Productivity Council**

**SB-96, JLN Marg Bapu Nagar**

**Jaipur - 302004**

**Email: [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), [aditi.mishra@npcindia.gov.in](mailto:aditi.mishra@npcindia.gov.in)**

**Tel: 011-2703573, 2702935, 8619758891**

- **Last date for Receiving of nominations: *10th May 2023***

## 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.
- ❖ 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.



**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

GSTN:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

**Payment Particulars**

- ECS Payment Details: State Bank of India, Bapu Nagar, Jaipur - 302004 Branch; A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477
- 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 Jaipur
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GST No. 08AAATN0402F1Z6



## ADMINISTRATIVE EFFECTIVENESS, FOCUS: RTI, PREVENTIVE VIGILANCE & e- PROCUREMENT



### **National Productivity Council**

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Tel: +91-11-24607319, 8619758891

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