

Training Programme

On

Right to Information Act, 2005 and Modern HR Practices



Programme Code: T2627IEG03



Date:
30th November to
04th December 2026



Venue:
PURI



National Productivity Council

National Productivity Council

Under Ministry of Commerce and Industry,
Government of India.



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 of government schemes. 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

The Right to Information (RTI) Act received the assent of the Hon'ble President on 15 June 2005, and its effective implementation is a statutory obligation for all public authorities. In this context, it is essential for organizations to develop a comprehensive understanding of the provisions of the Act, along with its interlinkages with other relevant legislations. Such an understanding is critical for ensuring seamless and compliant implementation within the organizational framework. This training programme has been structured to equip participants with a clear interpretation of the RTI Act and practical guidance on its effective application in their respective organizations.

In addition, contemporary organizations require officers and managers to possess a strong set of core human resource management competencies to effectively support organizational goals. These include effective communication, interpersonal skills, conflict management, employee performance management, time and stress management, fostering a positive organizational culture, knowledge management, and talent management. A defining feature of modern HR practices is the strategic alignment of human capital with organizational objectives. Optimizing human potential under diverse and challenging circumstances is vital for organizational sustainability and growth. Accordingly, this programme is designed to familiarize participants with modern HR practices, enabling them to manage human resources more effectively and enhance overall employee productivity.

3. LEARNING OBJECTIVES

This training programme enables participants:

- To discuss the requirements under the Right to Information Act, 2005
- To define systems and procedures for implementation of the Act
- To discuss interlinkages of the RTI Act with other relevant Acts
- To discuss roles and responsibilities of Public Information Officer and Powers and functions of Central/State Information Commission(s)
- To describe important judgments of the Central Information Commission and various State Information Commissions
- To equip the participants with modern HR practices to enhance employee productivity
- To discuss alignment of HR Strategy with organizational objectives
- To discuss strategy to shape manpower for future challenges

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 Central Public Information Officer (CPIO)/ State Public Information Officer (SPIO)
- Role and responsibilities of the Appellate Authority
- Powers and functions of State/ Central Information Commission (SIC and CIC)
- Disposal of request for information
- RTI Online
- The interlinkages of RTI Act with other Acts like Official Secrets Act, Bharatiya Sakshya Adhiniyam, 2023, Consumer Protection Act, Bharatiya Nyaya Sanhita, 2023, Representation of the People Act, Bharatiya Nagarik Suraksha Sanhita, IT Act, Environment legislations etc.
- Important judgments of the Central Information Commission and various State Information Commissions.

Modern HR Practices:

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

The programme is intended for officials across various functional areas of management, including Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authorities, and other related officers from Central and State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings, banks, and public financial institutions. It is also relevant for senior officers and managers, Heads of Departments, Chief Executives, HR and Personnel Managers, Administrative Officers, and other professionals involved in governance and human resource management.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Code	T2627IEG03	
Program Venue	Puri (Hotel information will be informed separately)	
Programme Fee	Residential Participants ₹ 70,000/- + 18% GST (In Words: Rupees Seventy Thousand only) plus Eighteen percent GST per participant	Non-Residential Participants ₹ 55,000/- + 18% GST (In Words: Rupees Fifty-Five Thousand only) plus Eighteen percent GST per participant
For Residential Participants	Check-in at Hotel - 30th November 2026 (Afternoon) (Check-in time from afternoon onwards at Hotel/Resort) Check-out from Hotel – 4th December 2026 (Forenoon) (Check-out time from forenoon onwards at Hotel/Resort)	

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

9. PAYMENT DETAILS

- **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
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, 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.

10. HOW TO APPLY

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

Sh. Mayank Mishra, Assistant Director
Training Coordinator
National Productivity Council
5-6 Institutional Area, Lodhi Road, New Delhi – 3
Mob: +91-8920419314
Email Id: mayank.mishra@npcindia.gov.in

Sh. Ashutosh Makup, Group Head (I.E.)
National Productivity Council
5-6 Institutional Area, Lodhi Road, New Delhi – 3
Tel: +91-11-24607363, +91-7978960438
Email Id: ashutosh.makup@npcindia.gov.in

- Last date for receiving nominations: (two weeks before the scheduled date of programme or until all seats are filled.



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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Right to Information Act, 2005 and Modern HR Practices

Programme Code: T2627IEG03

Programme Duration: 30th November to 4th December 2026

Venue/ Location: Puri

Select Participation on Residential Basis

☐

OR Non-Residential Basis

☐

Details of Nominated Participants:

Sl. No.	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organization Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority: Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

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

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 seat availability and receipt of the programme fee by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s).
- 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.
- In the event of unforeseen circumstances leading to the cancellation of the training program, NPC shall not be responsible for any associated charges.
- 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 arrangements to reach the venue on time as per the programme schedule. Book your travel ticket only after receiving confirmation from the NPC.
- 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 shall not be held liable for personal expenses, including but not limited to portage, theft, accidents, health expenses, etc.
- NPC will not provide boarding and lodging before and after the dates of the 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 a 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.
- Early check-in and late check-out are subject to availability at the hotel. Hotels are subject to change based on availability.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Participants are advised to book their travel tickets only after receiving confirmation of Programme and acceptance of the nomination.
- 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.