



National Productivity Council

Training Programme  
on  
Advance Course on Right to Information Act and  
Modern Office Management Practices

PROGRAMME CODE: (T2425AGR01)

13<sup>th</sup>-17<sup>th</sup> May 2024  
(PortBlair)



## **1. ABOUT NPC**

National Productivity Council (NPC) is an autonomous organization under the Department for 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**

The Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. 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 Program will also help the participants to better understand the advanced management practices that fit into their management requirements identify areas of concern and seek better solution to improve managerial effectiveness and performance of the organization.

### **LEARNING OBJECTIVES**

This training program prepares participants to:

#### **RIGHT TO INFORMATION ACT, 2005**

- To discuss the requirements under Right to Information Act, 2005.
- To define systems and procedures for implementation of the Act.
- To discuss interlinkages of RTI Act with other relevant Acts
- To discuss roles and responsibilities of Public Information Officer (PIO) and Powers and functions of Information Commission
- To describe important judgments of Central Information and different State Commissions

#### **MODERN OFFICE MANAGEMENT**

- To introduce advance management practices and control of organization functioning.
- To improve management & leadership skills among the participants.
- To equip the participants about modern office management to get maximum productivity from employees.
- To discuss alignment of HR Strategy with organizational objectives
- To discuss strategy to shape manpower for future challenges

## 1. 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 Public Information Officer Powers and functions of Information Commission Disposal of request for information
- RTI On-line, 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 Fallacy of RTI and proposed amendments in RTI Acts

### MODERN MANAGEMENT PRACTICES

- Leadership and management skills
- Motivation and Change Management
- Time and Stress management, Conflict Management, Effective Supervision and Administration in Office,
- Knowledge management, Modern HR Practices, Total Quality Management

## 2. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be combination of theoretical and practical inputs based on conceptual deliberations, case studies, success stories, role plays and group exercises/discussions will be used for knowledge sharing.

## 3. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, NBFCs, Corporations, Labour Unions/Associations, Societies, Central public Information Officers (CPIO's), State Public Information Officers (SPIO's), Assistant Public Information Officers (APIO's), Appellate Authority and other related officers.

## 4. FACULTY

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

## 5. PROGRAMME FEE & VENUE

|                       |                                                                                                                                              |                                                                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Programme Code</b> | (T2425AGR0)                                                                                                                                  |                                                                                                                                                    |
| <b>Program Venue</b>  | Port Blair (A&N)                                                                                                                             |                                                                                                                                                    |
| <b>Programme Fee</b>  | Programme fee for Residential Participant ₹ 65000/- + 18% GST per Participant<br>(Rupees Sixty Five thousand plus GST @ 18% per participant) | Programme fee for Non-Residential Participant ₹ 48000 /- + 18% GST per Participant<br>(Rupees Forty Eight thousand plus GST @ 18% per participant) |

|                                     |                                                                                                                                                                |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>For Residential Participants</b> | Check-in at Hotel- 13.05.2024 (AN)<br>Check-out from Hotel - 17.05.2024 (FN)<br><b>(FOUR NIGHTS ONLY)</b><br>The session will start at 16:00 hrs on 13.05.2024 |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 6. PAYMENT DETAILS

|                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programme fee alongwith 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> Indian Overseas Bank, 70, Golf Link, New Delhi Branch;</li><li>• A/c No. 026501000009207, IFSC Code. IOBA0000265</li><li>• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI</li><li>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8</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.*



## HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Sh. S P Singh  
Director & Group Head (AB Group),  
National Productivity Council,  
5-6 Institutional Area, Lodhi Road, New  
Delhi – 110003  
Mobile: +91-7589219766  
Phone:-011-24607326  
Email: [sp.singh@npcindia.gov.in](mailto:sp.singh@npcindia.gov.in)

Sh. A K Verma,  
Dy. Director (AB Group)  
Email: [ashishkr.verma@npcindia.gov.in](mailto:ashishkr.verma@npcindia.gov.in)  
Ph: 011-24607332  
Mobile No.: +91-8802866347



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

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **Advance Course on Right to Information Act and Modern Office Management Practices**

Programme Code: **T2425AGR01**

Programme Duration: **13<sup>th</sup>-17<sup>th</sup> May 2024 (5 Days)**

Venue/Location: **Port Blair**

Select Participation on Residential Basis

OR Non-Residential Basis

**Details of Nominated Participants:**

| S. No | Name of Delegate | Designation | Mobile No. | Email ID | Participant Organisation Address (kindly provide full address of correspondence) |
|-------|------------------|-------------|------------|----------|----------------------------------------------------------------------------------|
| 1     |                  |             |            |          |                                                                                  |
| 2     |                  |             |            |          |                                                                                  |
| 3     |                  |             |            |          |                                                                                  |
| 4     |                  |             |            |          |                                                                                  |
| 5     |                  |             |            |          |                                                                                  |

**Details of Nominating Authority:**

| S. No | Name of Nominating Authority | Designation | Mobile No. | Email ID | Nominating Authority Organization Address (kindly provide full address of correspondence) |
|-------|------------------------------|-------------|------------|----------|-------------------------------------------------------------------------------------------|
| 1     |                              |             |            |          |                                                                                           |

Select, if Organization is GST Exempted

OR Select, if Organization is Not GST Exempted

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

*As per GST 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.*

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility. \*I certify that the above information is correct

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) \_\_\_\_\_

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) \_\_\_\_\_

Organisation TAN No. (Mandatory on TDS deduction)) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_



## 7. 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.