

TRAINING PROGRAM ON

RTI and Record Management

MUNNAR, KERALA

04th to 08th August 2025



1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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. PROGRAM THEME

As the RTI Act, which got the assent of the president on 15th June 2005, is mandatory to be implemented, it is very important for the organizations to understand all the requirements of this act. The interlinkages of this act with other relevant Acts needs to be understood to implement the same within one's organization. This training program has been designed to equip the participants with the right interpretations and the implementations of the Act. In addition to this various nuances and provisions of Record Management shall be discussed during the sessions as this play vital role in the effective implementation of the RTI Act

3. LEARNING OBJECTIVES

This training program shall focus on equipping the participants on the various aspects of RTI and its implementation in Organisation. It shall cover the various roles, responsibilities of CPIOs, APIOs etc.

4. BROAD PROGRAM COVERAGE

The Training program shall tentatively cover the following aspects

- Objectives of RTI
- What is covered and what is not covered under RTI
- Exemptions from Disclosure, Procedures for Seeking information under RTI
- Role of CPIO/ APIO, Penal Provisions
- Basics of Record Management
- Awareness and sensitisation on the provisions of the Record retention schedule

5. METHODOLOGY

The 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 across middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

7. FACULTY

The faculty for the training Program may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations

8. PROGRAM FEE & VENUE

Program Code	T2526GUW02	
Program Venue	MUNNAR, KERALA	
Program Fee	<u>Residential Participants</u> ₹ 65,000/- + 18% GST	<u>Non-Residential Participants</u> ₹ 50000/- + 18% GST
For Residential Participants	Check-in at the hotel: 12 noon onwards on 04 th August 2025 Check-out from Hotel: Before 11 am on 08 th August 2025	

9. PAYMENT DETAILS

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

ECS Payment Details:

Bank Name : State Bank of India
Branch : New Guwahati
Bank A/c No : 39754600161
IFCS Code : SBIN0000221
PAN No : AAATN0402F
GST No : 18AAATN0402F1Z5

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:

Shri Manoj Kumar Lilhare

Deputy Director

National Productivity Council

49, Bye Lane 12, Rajgarh, Guwahati 781007

Email Id: guwahati@npcindia.gov.in; mk.lilhare@npcindia.gov.in

Tel: 0361-3512043; +91-9806020294

Last date for receiving nominations: 18th July 2025

11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the Program fee latest by the last date for nominations.

- ❖ The Residential Program 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 Program fee covers the professional fee for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants
- ❖ 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 Program 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 the program. 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 a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the program.
- ❖ 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
2nd Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati 781007
guwahati@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme : **RTI and Record Management**
 Program Code : **T2526GUW02**
 Program Duration: **04th to 08th August 2024** Location: **MUNNAR, KERALA**
 Select Participation on **Residential Basis** ☐ **OR Non-Residential Basis** ☐

Details of Nominated Participants:

S. 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:

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

Signature: _____ Date: _____ and Place: _____

For Organization who are Not Exempted and having GST registration please provide your GST No. (Mandatory): _____
 (PS: - Kindly provide the GST number of organization on which GST Invoice to be raised)

Organization PAN No. (Optional) _____

Organization TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____



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

npctraining@npcindia.gov.in