



National Productivity Council

Training Programme  
on  
**Administrative Effectiveness: Focus: HR, RTI & POSH**  
PROGRAMME CODE: T2526JPR09

November 17-21, 2025  
Jaisalmer



## **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**

Administrative Effectiveness is the capacity of an organization, institution, or business to produce desired results with a minimum expenditure of energy, time, money, personnel, material, etc. Administrative efficiency and effectiveness are the key to positive administrative changes. This training is designed to help you develop administrative skills needed, to maximise your effectiveness, both at work, and at home. Administrative effectiveness training is based on the idea that, in addition to one's specialist knowledge and technical skills, a set of additional key skills that give better understanding of how to manage our team and organization at large and deal with the problems that occur in everyday life are also needed, with special focus on RTI & POSH Acts as it is a step towards protecting the rights of employees and ensuring transparency & equality at the workplace. This Training will show you how to set and achieve realistic goals, communicate with others, how to prioritise and manage time effectively, manage conflict and difficult people with ease, develop your self-confidence and inspire others around you.

## **3. LEARNING OBJECTIVES**

- The programme aims to discuss with participants
- To the concepts of Administrative Effectiveness to manage the office in changing times
- The HR tools & techniques
- To promote systematic changes to improve transparency within the organisation through RTI and various aspects of RTI and POSH Act.

## **4. BROAD PROGRAMME COVERAGE**

- Good HR Practices
- Overview of the RTI, definition and role of different parties
- Various orders related to the Right to Information Act 2005.
- Role of APPIO, PIO, CPIO and Appellate Authority
- RTI various clauses including exemption clauses
- Sexual Harassment - what constitutes to sexual harassment and what does not.
- What do workplace, employee and employer mean in the context of POSH Act?
- Internal Committee – Constitutions & its responsibilities
- Means of filing a complaint & The punishments for sexual harassment

## 5. METHODOLOGY

Methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centred conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

## 6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional area of management, including Training/HR, administration, finance, RTI Cell, Appellate Authority, from Central and State Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous organisation, Banks and Service Organization, Academic Institutions, labour unions/ associations etc.

## 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 Code</b>	<b>T2526JPR09</b>	
<b>Program Venue</b>	November 17-21, 2025 Jaisalmer, Rajasthan	
<b>Programme Fee</b>	Residential Participants ₹ 65000 /- + 18% GST Rs. Sixty Five Thousand Only + GST	Non-Residential Participants ₹ 50000 /- + 18% GST Rs. Fifty Thousand + GST
<b>For Residential Participants</b>	Check-in at hotel: 13.00 hrs. on 17/11/2025 (Monday) Programme start at 16.00 hrs on 17/11/2025 Check-out from Hotel: 11 hrs. 21/11/2025 (Friday) Programme conclude at 10 hrs. on 21/11/2025	

## 9. 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:** State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004
- A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z6

*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:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Director National Productivity Council, SB-96, JLN Marg, Bapu Nagar Jaipur - 302015 Mobile: 9414387196 Phone:-0141-2703573, 2702935 Email: <a href="mailto:jaipur@npcindia.gov.in">jaipur@npcindia.gov.in</a>	Ms.Aditi Mishra Dy. Director Email: <a href="mailto:aditi.mishra@npcindia.gov.in">aditi.mishra@npcindia.gov.in</a> Phone:-0141-2703573, 2702935 Mobile No.: 9928226777
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## 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

## APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Administrative Effectiveness, Focus: HR, RTI & POSH**

Programme Code: **T2526JPR09**

Programme Duration: **November 17-21, 2025**

Venue/ Location: **Jaisalmer**

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

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

### DECLARATION

\*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: \_\_\_\_\_