



NATIONAL PRODUCTIVITY COUNCIL

राष्ट्रीय उत्पादकता परिषद NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ई-5, जी.आई.डी.सी. इलेक्ट्रॉनिक्स एस्टेट, सेक्टर-26, गांधीनगर-382 028, गुजरात, भारत.
E-5, GIDC Electronics Estate, Sector-26, Gandhinagar-382028. Gujarat, India.

No: IE / GN / T12 / 191 / 2017-18

Date: 27th April, 2016

Professor & Dean
College of Technology and Engineering
University Rd, Ganesh Nagar,
Udaipur Rajasthan 313001

Sub: Request for nomination in training programme on "Right to Information Act (RTI) & Effective Office Management" from 21st to 25th August, 2017 at Goa.

Dear Sir/Madam,

National Productivity Council, Regional Directorate, Gandhinagar, Gujarat is pleased to announce its Residential Training Programme on "**Right to Information Act and Knowledge Management**" from 21st to 25th August, 2017 at Goa.

The program is specifically tailored to deliberate upon the details of the requirements under RTI Act 2005, define systems and procedures for effective implementation of the Act, and discuss roles & responsibilities of concerned employees, Public Information officers, function of Information Commission, Effective Office Procedures and Management practices of organizations.

The training programme has been designed for All level executives/ managers/ officers/ Staff of various functions from regulatory authorities, central and state govt. department, PSUs, corporations, banks, co-operative sectors, educational institutes, colleges, boards, autonomous org. etc.

The brochure giving programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal. The Programme fee of **Rs. 45,000/- + 15 % Service Tax** (Rs. Forty Five Thousand Only + 15 % Service Tax) for residential participants is inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or **Rs. 28,000/- + 15 % Service Tax** (Rs. Twenty Eight Thousand Only + 15 % Service Tax) for non-residential participants is inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this and nominate a few officials from your organization. The detailed brochure is also available on <http://www.npcindia.gov.in> Kindly feel free to call us on **079 - 232 87344**, or mail at: gandhinagar@npcindia.gov.in, in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you,



Tegraj Patel
30-6-2017

Yours sincerely,

Regional Director

Phone : 079-23287344, 23287345 Fax : 079-23287443 E-mail : gandhinagar@npcindia.gov.in Website : www.npcindia.gov.in

Headquarters : "Utpadakta Bhavan", Lodi Road, New Delhi - 110 003.

Office at Bangalore - Bhopal - Mumbai - Kolkatta - Chandigarh - Guwahati - Kanpur
Chennai - Patna - Bhubaneshwar - Hyberabad - Jaipur

FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Latest Environment Tools for enhancing Economic Performance and Productivity	4 th - 8 th September 2017	Udaipur	Residential : Rs.45,000/+ST Non Residential : Rs.27,000/+ ST
Enhancing Performance excellence: with Focus on Time, Stress & Teamwork management	18 th - 22 th September 2017	Diu- Somnath	Residential : Rs.46,500/+ST Non Residential : Rs.28,000/+ ST
Advance Course on Modern Office and Productivity Management	23 th - 27 th October 2017	Mount Abu (Rajasthan)	Residential : Rs.46,500/+ST Non Residential : Rs.28,000/+ ST

For further details of program, please visit : www.npcindia.gov.in



CONTACT DETAILS:

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- ☉ gandhinagar@npcindia.gov.in
- Shri S. Paliwal, Regional Director ☎ 079-23287345

CORRESPONDENCE ADDRESS
NATIONAL PRODUCTIVITY COUNCIL

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NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

Announces **RESIDENTIAL PROGRAMME** on

“Right to Information Act (RTI) & Effective Office Management”

From 21st - 25th August, 2017
 at
 Goa



Office Management Training



INTRODUCTION

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus gave a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels - Union, State and Local as well as recipients of government grants. Effective office Management is a systematic approach to improvement of skills in term of effective management and procedures. Office procedures are the practices & functionalities adopt in order to ensure desired results in day to day office exercises.

OBJECTIVE : The programme aims at providing

- ◆ To create awareness about importance of Right to Information Act-2005 among stake holders.
- ◆ To build capacity of all RTI respondents from Government Department.
- ◆ To deliberate on the role of RTI on good governance and transparency.
- ◆ To provide an understanding on the concept of Effective Office Management.
- ◆ Streamline office procedures with modern Office Practices for better Productivity.

COVERAGE:

- RTI - History & Background
- Scope and Coverage of the Act
- Roles & responsibilities of the various Public Officials
- Application, Appeal & Complaint Process
- Role of Information Commissions & RTI Case Studies
- Concepts of Effect Office Management
- Basic concepts on Effective Office Management
- Central Civil Services (Conduct) Rules
- Major office procedures and their dynamics

PARTICIPANTS PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

The participation fee on Residential basis : Rs. 45,000/- Plus 15% Service Tax per participant.
The participation fee on NonResidential basis : Rs. 28,000/- Plus 15% Service Tax per participant.

Check In at Hotel/Resort : 12.00 PM Noon Onwards on 21st August 2017
Check Out at Hotel/Resort : Before 11.00 AM on 25th August 2017

FACULTY & METHODOLOGY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced trainers from the respective field. The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS : 12th August 2017

The nominating authority should ensure that the nominations are sent with Nominating authority & Participant's Name, Designation, Department / Section / E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: **P.O No: IE / GN / T12 / 191 / 2017-18**

GENERAL INSTRUCTIONS

- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s), Course material, Site visits and Faculty Charges.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
 - The fee once deposited is Non-refundable, however substitutions are allowed.
 - NPC will not bare any charges towards participant's to and fro travel from their residence to training program venue.

PAYMENT DETAILS

- Fee is to be paid by DD/Cheque/ECS in the name of
"National Productivity Council"
Payable at Gandhinagar, Gujarat
PAN No: AAATN0402F

Service Tax Registration No: AAATN0402FST008

- **ECS Payment details :**
Indian Overseas Bank, 70, Golf Link Branch, New Delhi,
SB A/C No. 026501000009207 ; MICR - 110020007
IIFSC No. IOBA0000265

In case of ECS payment (NEFT/RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.
**It is advisable to promote E-Payment mode like ECS/NEFT/RTGS.*

HOTEL ACCOMMODATION (For Residential Participants):

Pride Sun Village Hotel, Arpora, North Goa, Goa - 403518,
Phone : +91 832 2269409