

राष्ट्रीय उत्पादकता परिषद्

(अंतर्गत वणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एस.सी.ओ. 40 (पहली मंजिल) सैक्टर 7 सी,
मध्य मार्ग, चण्डीगढ़ - 160 019



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40 (1st Floor), Sector 7-C,
Madhya Marg, Chandigarh - 160 019

Ref No: 5163

Date: 24.09.2017

Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 (Focus: Effective implementation of RTI Act & CIC/SIC Judgements) and Modern HR Practices" at Port Blair(Andman & Nicobar Islands) during December 11-15, 2017

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **December 11-15, 2017 at Port Blair (Andman and Nicobar Islands)**. The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments, PSUs, Boards and Corporations should train their concerned officials on RTI for effective implementation.

As you are aware that 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 training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act

As you know that people are the assets on which competitive advantage is built, whether in the public or private sector. So human resource management and the practices associated with it have become one of the most important strategic levers to ensure continuing success.

Effective communication, interpersonal relations, conflict resolution, employee performance management, Time and stress management & creating good organizational culture, are some of the core HR skills that all officers/managers must possess in order to contribute maximum to the organizational objectives. Also, a key element in modern HR practices is its alignment of human efforts with the strategy of the organisation. Getting best out of human resources under all circumstances is what an organization needs for survival and growth. The programme has been designed to equip the participants about modern HR practices so that they can manage human resources to get maximum productivity from employees

A brochure containing detailed information about the programme is enclosed. You are requested to nominate Senior Officers from your organization to participate in this programme.

Thanking you,

Yours truly,

(G. Saravanan)

Regional Director

PROGRAMME FEE :

Rs. 48,000/- (Rupees Forty Eight thousand only) plus applicable GST (At present 18%) per participant. The requisite participation fee must be sent along with nomination.

The spouse and children are allowed to stay alongwith the participants .However charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participants to the hotel directly in cash. The requisite participation fee must be sent alongwith nomination.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 11.12.2017 (AN) and return on 15.12.2017 (F.N) Complete stay arrangements including breakfast, lunch & dinner have been made in the hotel and charges are included in the programme fee.

NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207

IFCS/RTGS/NEFT Code: IOBA 0000265

MICR Code: 110020007

PAN No. : AAATN0402F

GST No : 04AAATN0402F1ZE

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 01.12.2017.

ENQUIRIES AND MAILING ADDRESS :

Regional Director

NATIONAL PRODUCTIVITY COUNCIL

SCO-40, 1st Floor, Sector 7-C, Madhya Marg, Chandigarh

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Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME ON ADVANCE COURSE ON RIGHT TO INFORMATION ACT, 2005

(Focus: Effective implementation of RTI Act &
CIC/SIC Judgements)

AND

MODERN HR PRACTICES PORTBLAIR (ANDMAN AND NICOBAR ISLANDS)

DECEMBER 11-15, 2017



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry , Govt. of India)

SCO 40 (1st Floor), Sector 7 C, Madhya Marg, Chandigarh

Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES :

RIGHT TO INFORMATION ACT:

- 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 and Powers and functions of Information Commission.
- To describe important judgments of Central Information Commissions and different State Information Commissions.

MODERN HR PRACTICES:

- To equip the participants about modern HR practices to get maximum productivity from employees.
- To discuss alignment of HR Strategy with organizational objectives.
- To discuss strategy to shape manpower for future challenges.

CONTENTS :

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
- 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 HR PRACTICES:

- | | |
|--|------------------------------|
| • An introduction to modern HR Practices | • Leadership |
| • Creating good organizational culture | • Time and stress management |
| • Effective communication | • Interpersonal relations |
| • Team Building | • Conflict resolution |
| • Motivation | • Performance management |

PARTICIPATION :

- Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and other related officers from Central & State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings and banks/ public financial institutions.
- Chief Executives, Senior Officers/ Managers, Head of the Departments , HR Managers, Personnel Manager, Administrative officer and Professionals

METHODOLOGY :

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION :

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course.

VENUE & DATES :

PORTBLAIR (ANDMAN AND NICOBAR ISLANDS)

DECEMBER 11-15, 2017

Check-in: 11.12.2017 (A.N)

Check-out: 15.12.2017 (F.N)(FOUR NIGHTS ONLY)

The Session will start on 11.12.2017 at 16.30 hours