



Ref No.: 5153

Dated 25.01.2017

**Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern HR Practices" at GANGTOK(SIKKIM) during May 15-19, 2017**

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **May 15-19, 2017 at GANGTOK(SIKKIM)**. The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments (Central and State Govt.), PSUs, Boards, Corporations, Banks, Educational Institutions, Autonomous Organizations etc. should train their concerned Officers/officials on RTI for effective implementation

As you are aware that the Right to Information Act has got the assent of President on 15<sup>th</sup> 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 accepted by managers in all forms of organisations as 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, knowledge management and talent management 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**

#### PHYSICAL ARRANGEMENT:

The participants will have to make their own travel arrangements to reach the venue of the programme on 15.05.2017 (AN) and return on 19.05.2017(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

Service Tax Registration No: AAATN0402FST014

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 accepting nomination is 08.05.2017.**

#### ENQUIRIES AND MAILING ADDRESS:

**Regional Director**

NATIONAL PRODUCTIVITY COUNCIL

SCO-40, 1<sup>st</sup> Floor, Sector – 7C, Madhya Marg, Chandigarh

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## RESIDENTIAL TRAINING PROGRAMME

ON

ADVANCE COURSE

ON

RIGHT TO INFORMATION ACT, 2005

AND

MODERN HR PRACTICES

AT

**GANGTOK(SIKKIM)**

( 15.05.2017 to 19.05.2017)



NATIONAL PRODUCTIVITY COUNCIL

**NATIONAL PRODUCTIVITY COUNCIL**

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

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

PHONE : 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 and different State 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
- creating good organizational culture
- Effective communication
- Team Building
- Motivation
- Leadership,
- Time and stress management

- Interpersonal relations,
- Conflict resolution,
- Employee performance management
- Effective supervision and administration
- Knowledge Management
- Talent management

## PARTICIPATION

- Central Public Information Officers (CPIOs), State Public Information Officers, 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.
- Senior Officers/ Managers, Head of the Departments, Chief Executives, 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:

## GANGTOK(SIKKIM)

**DATES: MAY 15-19, 2017**

**Check-in: 15.05.2017(A.N)**

**Check-out: 19.05.2017 (F.N)( FOUR NIGHTS ONLY)**

**The Session will start on 15.05.2017 at 16.30 hours**

## PARTICIPATION FEE:

**Rs. 48,000/- (Forty Eight thousand only) plus applicable service tax per participant.** The spouse and children are allowed to stay along with 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 .