



Ref No.: 5165
Dated 21.10.2017

Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 (Focus: Effective implementation of RTI Act, 2005 and CIC/SIC Judgements) and Modern office management" at GOA during January 08-12, 2018

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during January 08-12, 2018 at GOA. The programme has been designed keeping in view of the mandatory requirements under the RTI Act those 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 are aware that an Office Management is the administrative handling, controlling & maintaining a balanced process of work inside the office of an organization, the office manager is therefore responsible for planning, organizing and controlling the office work, processes and evaluating the outcome. The role of office manager and office administrator has changed drastically over years as it is very important for an office manager/office administrator to get maximum office/employee productivity by effective utilization of space, manpower, equipment & other resources and also creating good work environment so that every employee contributes maximum according to his/her potential. Modern Office Management has become a prime concern of each and every employee who not only does the work but also gets the work done by his/her subordinates. The "Office of the Future" with three forces Computer, Communication and Human Resource has triggered the emergence of new concepts and patterns.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The number of seats is limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Yours truly,

(G.Saravanan)
Regional Director

PROGRAMME FEE :

Rs. 48,000/- (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 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 in cash.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 08.01.2018 (AN) and return on 12.01.2018 (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 01.01.2018.

ENQUIRIES AND MAILING ADDRESS :

Regional Director

NATIONAL PRODUCTIVITY COUNCIL

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

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

E-mail: npc-chd@chd.nic.in; g.saravanan@npcindia.gov.in;

sp.singh@npcindia.gov.in; rc.katoch@npcindia.gov.in; ashok.kumar@npcindia.gov.in

Mobile: 07589219766, 09779753576, 09888481938

Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME

ON

ADVANCE COURSE RIGHT TO INFORMATION ACT, 2005

(Focus: Effective implementation of RTI Act, 2005 and CIC/SIC Judgements)

AND

MODERN OFFICE MANAGEMENT

AT

GOA

JANUARY 08-12, 2018



National Productivity Council

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 inter linkages 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 OFFICE MANAGEMENT :

- To discuss about Modern Office Management concepts and practices.
- To discuss strategy and issues in implementing Modern Office Management Tools.
- To discuss about roles and responsibilities of Office Manager/Office Administrator.

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.

MODERNOFFICE MANAGEMENT :

- Introduction to Modern Office Management and its Tools.
- Office Automation and Communication Tools in Office Management.
- Modern Practices in Team Building, Time Management, Communication and Change Management.

- 5S and Kaizen implementation in Office.
- Effective Supervision and Administration in Office.
- Knowledge Management.
- Strategy and issues in implementing Modern Office Management Tools.

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, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings and banks/ public financial institutions.
- Senior & Middle level Officers, Managers from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private Sectors.

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 :

VENUE : GOA

DATES: JANUARY 08-12, 2018

Check-in : 08.01.2018 (A.N)

Check-out : 12.01.2018 (F.N) (FOUR NIGHTS ONLY)

The Session will start on 08.01.2018 at 16.30 hours.