

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)

उत्पादकता भवन, 5-6, इन्स्टीट्यूशनल एरिया,
लोदी रोड, नई दिल्ली-110003



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

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

Utpadakta Bhavan, 5-6, Institutional Area,
Lodi Road, New Delhi - 110 003

Shri Madan Mohan
Jt.CGA
Office of Controller General of Accounts
Ministry of Finance
Lok Nayak Bhawan
Khan Market
New Delhi 110511

IT/Trg/2013-14/13
December 04, 2013

SUBJECT: RESIDENTIAL TRAINING PROGRAMS ON "RIGHT TO INFORMATION ACT & MODERN IT PRACTICES" DURING MARCH 10-14, 2014 AT KANYAKUMARI.

Dear Sir/Madam:

The National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC Plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. The National Productivity Council is organizing residential training program on "Right to Information Act & Modern IT Practices" during March 10-14, 2014 at Kanyakumari.

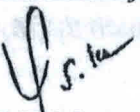
The program "Right to Information (RTI) Act" is specifically tailored to deliberate upon the details of the requirements under RTI Act 2005, define Systems & procedures for implementation of the ACT, discuss roles & responsibilities of Public Information Officers & Powers & function of Information Commission. The programs are designed for participants from public sector organizations, autonomous bodies / departments as well as from Central Government Department and State Government Departments. with the target group of these programs being the officials connected or dealing with RTI matter. The details of the programme and their coverage are provided on the next page.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc, along with a crossed cheque/demand draft of participation fees of Rs.40,000 + 12.36% ST amounting to Rs.44944/- per participant, favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

For any further details, please feel to get in touch with Mr. Nikhil Panchbhai, Dy. Director (IT & KM) at 011- 24607321(D), 24607319, 9860751912, nikhil.p@npcindia.gov.in or undersigned.

Looking forward to receiving your nominations and thanking you.

Yours sincerely,


G.S. Krishnan

Director & Group Head (IT & KM)

192 (Dy CGA CC) /
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G.S. Krishnan

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Residential Training Programme on "Right To Information Act & Modern IT Practices"

OBJECTIVES:

The programme aims at providing:

- Understanding the basic provisions of the RTI 2005 Act.
- Prepare Govt. officials /PIOs/FAAs better handle RTI applications from the Citizens
- Streamline office procedures with modern IT Practices for better Records Management.

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
- IT Applications in Records Management
- Advances in IT In Govt. Office Applications.

TARGET GROUP: The Programme is designed for officials at all levels working in Organisations having RTI responsibility and also academic and research institutions

FACULTY AND METHODOLOGY: The methodology would lay emphasis on experiential learning through presentations, discussions, and case studies besides conceptual tutorials from the faculty. The faculty would include specialists from NPC and invited speakers from organizations of eminence.

VENUE & DATES

Programme Dates & Venues	March 10-14, 2014 at Kanyakumari
Programme Code	IT/Trg/2013-14/13
Programme starts on:	March 10, 2014 at 5:30 pm
Programme finishes on:	March 14, 2014 at 10:00 am
Check in time	March 10, 2014 (AN)
Check out time:	March 14, 2014 (FN)

FEE: The programme fees is Rs 40,000/ plus applicable Service taxes @ 12.36 % amounting to Rs. 44,944 (Rupees Forty Four Thousand Nine Hundred and Forty Four Only) Per Participant. The fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.

REGISTRATION: Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: Sh. G.S. Krishnan, Director & Group Head (IT & KM)

PAYMENT DETAILS:

1. Fees to be paid by DD/Cheque in the name of « National Productivity Council » payable at NEW DELHI
2. PAN NO : AAATNO402F, Service Tax Registration No. AAATNO402FST002
3. ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch ; A/c No. 02650100000 9207, NEFT/RTGS/IFSC No. IOBA0000265

Note : In case of ECS Payment, the payment details should be intimated.

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