

NPC Residential Training Prog. during May & June 2022 at Mount Abu

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To: secy-dop@rajasthan.gov.in <secy-dop@rajasthan.gov.in>;

*No.NPC/JP/SR/2022/3
01/04/2022*

Joint Secretary to Government
Department of Personnel
Main Building
Secretariat
Jaipur 302005
secy-dop@rajasthan.gov.in

Sub:- Seeking nominations for Training Programme on “Administrative Effectiveness, Focus: Preventive Vigilance, Right to Information Act 2005, GFR”, from June 20-24, 2022 at Mount Abu, Rajasthan

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its Residential Training Programme on “Administrative Effectiveness, Focus: Preventive Vigilance, & Right to Information Act 2005 & GFR” from June 20-24, 2022 at Mount Abu, Rajasthan.

NPC has designed a condensed training programme on Preventive Vigilance & RTI to enhance the knowledge and competence levels of the government and public sector officials. The programme aims at facilitating the participants to acquire competencies necessary for handling the vigilance, and RTI issues efficiently & effectively. The programme also enlightens participants on aspects for organizational transparency and accountability.

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, Purchasing, Procurement, RTI Cell (PIO/CPIO), Appellate Authority etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations, Autonomous Institutions etc.

The brochure with 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.55500/- + 18% GST (Rs. Fifty Five Thousand Five Hundred Only + 18% GST)** 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.35500/- + 18% GST (Rs. Thirty Five Thousand Five Hundred Only + 18% GST)** for non-residential participants is inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this programme and nominate a few officials from your organization. Kindly feel free to call us at **0141-2703573, 2702935, 9414387196, 8826628448** or email us at jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you

Yours Sincerely

(Mukesh Singh)
Director

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

announces Training Programme on

“Administrative Effectiveness, Focus: Preventive Vigilance, Right to Information Act 2005 & GFR”

From June 20-24, 2022 at Mount Abu

INTRODUCTION

There is a need for creating awareness of vigilance in an organisation in order to bring transparency in the delivery system. All executives irrespective of their functional allocation must be aware of the vigilance angle and the accountability of public servants. GFR, Contract awarding and executing agencies in particular shall be familiar with DOs and DONTs of vigilance matters, coupled with the recent advances in procurement. As per directive of commission employee appointed as APIO, PIO, Appellate Authority must be trained in RTI.

NPC has designed a condensed course on Preventive Vigilance, RTI & GFR to upgrade the knowledge and skills of the officials with updated changes in RTI.

OBJECTIVES

The programme aims at exposing participants

- To the concepts, scope and areas of preventive vigilance in order to understand the preventive vigilance and its measures
- To promote systemic changes to improve the transparency within their organization through RTI.
- To the fundamentals of Right to Information and contribution in Good Governance

CONTENTS

- Overview, Definition & Determination of Vigilance Angle
- Preventive Vigilance & its measures
- CVC Act 2003 – Role & Functions of CVC & Important CVC instructions
- The Right to Information Act 2005 and related case laws.
- Overview of RTI, definition and role of different party i.e. APIO, PIO, CPIO and Appellate Authority
- Various orders related to the Right to Information Act 2005.
- RTI various clauses including exemption clauses
- GFR Rules related to contract and procurement

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, Purchasing, Procurement, RTI Cell (PIO/CPIO), Appellate Authority etc.etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations, Autonomous Institutions etc. The details of the programme and their coverage are provided with brochure enclosed herewith.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 55,500 /- + 18% plus GST per participant. (Rs. Fifty Five Thousand Five Hundred Only + 18% GST. The Non-residential participation fees will be Rs. 35500/- + 18% plus GST per participant (Rs. Thirty Five Thousand Five Only + GST. The residential participation fee includes the cost of accommodation, food stationery, course material and professional charges. The programme is residential/ Non Residential as opted..

FACULTY AND METHODOLOGY

The faculty would include from NPC & invited speakers from organizations of eminence. Methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and development of action plans by the participants for the implementation at the organisational levels to address the issues of RTI & vigilance.

VENUE & DATES:

Programme Dates & Venues	June 20-24, 2022
Arrival day(Check in time at Hotel) Programme starts at	June 20, 2022 FN 1300 hrs. June 20, 2022 at 1600 hrs.
Departure day (Check out time at Hotel) Programme concludes at	June 24, 2022 FN 1200 hrs. June 24, 2022 at 1100 hrs.

Early Check-In and Late Check-out is subject to availability of rooms at the hotel

REGISTRATION:

Nominations along with participants details, name, designation, organisation, contact address, email, GST No. of organisation phone, mobile no. whether residential or non residential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur at least 15 days before the start of the programme to:

**The Programme Director
National Productivity Council
SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan**

PAYMENT DETAILS:

1. Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
2. PAN NO: AAATN0402F, GST No. 08AAATN0402F1Z6
3. ECS Payment Details: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004
A/c No. 40084592614, NEFT/RTGS/IFSC No. SBIN0031477, Branch Code : 031477
4. In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS:

- Kindly provide GST No. of the organisation for issuance of the bill..
- GST as per GOI Rules (presently @ 18%) as per the GoI guidelines.
- Overstay if any has to be settled by participants directly to the hotel.

FOR FURTHER DETAILS PLEASE CONTACT:

Programme Director

National Productivity Council
SB-96, JLN Marg, Bapu Nagar,
Jaipur – 302015, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No: 9414387196, 8826628448

E-Mail: jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in Website: www.npcindia.gov.in

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**NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
CALENDAR OF TRAINING PROGRAMMES 2022**

No.	Programme	Dates	Venue	Fee (R)
1	Administrative Effectiveness, Focus: Human Resource Management	April 18-22, 2022	Mount Abu	Rs. 55,500/- + GST (Residential) Rs. 35,500/- + GST (Non-Residential)
2	Advance Course on Secretarial Effectiveness: Capacity Building	May 23-27, 2022	Mount Abu	Rs. 55,500/- + GST (Residential) Rs. 35,500/- + GST (Non-Residential)
3	Administrative Effectiveness, Focus: Preventive Vigilance, E-Procurement & RTI	June 20-24, 2022	Mount Abu	Rs. 55,500/- + GST (Residential) Rs. 35,500/- + GST (Non-Residential)

Regional Director

NATIONAL PRODUCTIVITY COUNCIL

SB-96, J.L.N.Marg, Bapu Nagar, JAIPUR 302004

Phone: 0141-2702935, 0141-2703573, M:9414387196

e-mail: jaipur@npcindia.gov.in, Web: www.npcindia.gov.in

*No.NPC/JP/SR/2022/3
01/04/2022*

Sub:- Seeking nominations for Training Programme on “Secretarial Effectiveness, Capacity Building Programme”, from May 23-27, 2022 at Mount Abu

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its Residential Training Programme on “Secretarial Effectiveness, Capacity Building Programme”, from May 23-27, 2022 at Mount Abu

NPC has designed a condensed training programme on Secretarial Effectiveness to enhance the competence level of participants.

The programme is designed for officials working across different functional areas of management including executive secretaries, private secretaries, PPS, personal assistants, stenographers, junior & middle level officials attached with sr. level executives from administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions, Educational Institutions, Research Institutions, Banks and Service Organization etc.

The brochure with 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.55500/- + 18% GST (Rs. Fifty Five Thousand Five Hundred Only + 18% GST)** 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.35500/- + 18% GST (Rs. Thirty Five Thousand Five Hundred Only + 18% GST)** for **non-residential participants** is inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this programme and nominate a few officials from your organization. Kindly feel free to call us at **0141-2703573, 2702935, 9414387196, 9928226777** or email us at jaipur@npcindia.gov.in, aditi.mishra@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you

Yours Sincerely

**(Mukesh Singh)
Director**

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
 Training Programme on
Advance Course on Secretarial Effectiveness: Capacity Building Programme
From May 23-27, 2022 at Mount Abu

INTRODUCTION

The present day business and governance is characterized by fast changing technology, mounting turbulence in socio-economic environment. The need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it. Senior executives now, more than ever, need support from their subordinate to achieve the goals of the organization. The expectations in terms of quality, timeliness of output, knowledge about the new changes and time management are indeed very high. The three technologies of computer, communication and office are converging to usher in integrated office systems.

NPC has designed advance course on secretarial effectiveness to upgrade the knowledge and skills of the participants.

OBJECTIVES:

- To expose the participants to the new concepts of managing the office in ever changing times.
- To define the new role of a secretary in the changing work environment.
- To expose the participants in area of new HR & IT tools.
- To prepare the secretaries to come up to the highest expectations of the boss.

CONTENTS:

- Changing Role of Executive Secretary
- Executive Expectations from a Secretary
- Secretarial Effectiveness
- Office System & Productivity
- Emerging Concepts/tools in e-Age
- Teamwork and Co-operation
- Business Communication and Inter-personnel skills
- Managing Time at Workplace

TARGET GROUP

The programme is designed for officials working across different functional areas of management including executive secretaries, private secretaries, PPS, personal assistants, stenographers, junior & middle level officials attached with sr. level executives from administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions, Educational Institutions, Research Institutions, Banks and Service Organization etc.

PARTICIPANT FEE

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FACULTY & METHODOLOGY

The faculty would include from NPC & invited speakers from organizations of eminence. Methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and development of action plans by the participants for the implementation at the organisational levels.

VENUE & DATES:

Programme Dates & Venues	May 23-27, 2022, Mount Abu
Arrival day(Check in time at Hotel)	May 23, 2022 FN 12 hrs.
Programme starts at	May 23, 2022 at 1600 hrs.
Departure day (Check out time at Hotel/Resort)	May 27, 2022 FN 1100 hrs.
Programme concludes at	May 27, 2022 at 1030 hrs.

Early Check-In and Late Check-out is subject to availability of room at hotel

REGISTRATION:

Nominations along with participants details, name, designation, organisation, contact address, email, GST No. of organisation phone, mobile no. whether residential or non residential along with DD/Cheque/ECS details towards

participation fee should reach NPC Jaipur latest by 15 days before the start of the programme to.

The Programme Director

National Productivity Council

SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan

PAYMENT DETAILS:

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Programme Director

National Productivity Council

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