

Ref No.: T2425AGR02
Dated: 25-04-2024

Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office Management Practices" at Leh (Ladakh) during July 15th-19th, 2024

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, HQ-Delhi is organizing the above-mentioned residential training course during **July 15th-19th, 2024 at Leh (Ladakh)**.

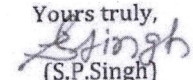
The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments (Central and State Govt.), Academic Institutions, PSUs, Boards, Corporations, Banks, Autonomous Organizations etc. should train their concerned Officers/officials on RTI for effective implementation.

As you are aware that the Right to Information Act has got the assent of President on 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 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 (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 numbers of seats are limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Yours truly,

(S.P. Singh)
Group Head & Director
AB Group-HQ Delhi