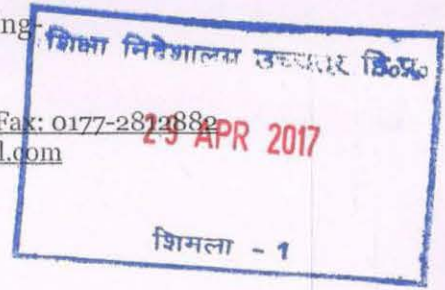


No. EDN-H (21) B (15) 47/2016-All Type Training
Directorate of Higher Education
Himachal Pradesh
Telephone Number: 0177-2653120, Extension: 234 Fax: 0177-2812882
E-mail: dir.edu@rediffmail.com & genbr@rediffmail.com



Dated: Shimla-171001 the

From:- The Director of Higher Education
Himachal Pradesh

To All the Deputy Director of Higher Education
in Himachal Pradesh

Subject: - Regarding Residential Training Course on **“Effective Implementation of Right to Information Act, 2005 with CIC/SIC Judgements and Modern HR Practices”** at Ooty during June 19-23, 2017.

Memo: The National Productivity Council, (Ministry of Commerce & Industry, Government of India) SCO 40 (1st Floor), Sector-7-C, Madhya Marg, Chandigarh is going to conduct Residential Training Programme on **“Effective Implementation of Right to Information Act, 2005 with CIC/SIC Judgements and Modern HR Practices”** at Ooty during June 19-23, 2017 and requested to nominate participants to attend the above said programme.

In this connection, it is to inform you that the willing candidates may apply for the same at their own cost on voluntary & self-training basis. Further, it is informed that information related to training programmes is available on website: www.npcindia.gov.in

— sd —
Director of Higher Education
Himachal Pradesh
Shimla-171001the

Endst. No. Even Dated:
Copy for information to:-

- 1 ✓ The Principal Secretary (Higher Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. his letter No. EDN-A-Kha (15)-13/2015-dated 22/04/2017.
- 2 Shri G. Saravanan, Regional Director, National Productivity Council, Utpadakta Bhawan, Lodhi Road, New-Delhi-110003 w.r.t. his reference Number-C-51547-dated:15/03/2017.
- 3 ✓ The Superintendent (Computer / IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to upload the same on departmental website.
- 4 Guard file.

— sd —
Director of Higher Education
Himachal Pradesh

26/4/17

No. EDN-B-Kha(13)3/2015
Government of Himachal Pradesh
Department of Higher Education

From

The Principal Secretary (Edu) to the,
Government of Himachal Pradesh.

To

✓ The Director, Higher Education,
Himachal Pradesh, Shimla-171001
Dated: Shimla-171002

22-4-2017

Subject:-

Regarding residential training course on "Effective Implementation of Right to Information Act, 2005 with CIC/SIC judgments and modern HR Practices" at Ooty during June 19-23, 2017.

Sir,

I am directed to enclose herewith a copy of letter No. C-5157 dated 15th March, 2017 received from Regional Director, National Productivity Council, Ministry of Commerce & Industry, Government of India, Madhya Marg, Chandigarh-160019, on the subject cited above and to request you to kindly examine the matter and take further necessary action in the matter under intimation to this department.

Yours faithfully,

Joint Secretary (Edu) to the
Government of Himachal Pradesh

P. A. Cell	104256
DHE.....	
25 APR 2017	
Branch	General

0077894
21-04-2017

उत्पादकता परिषद्
(उद्योग मंत्रालय, भारत सरकार)
प्लॉ. 40 (महली मंजिल) सैक्टर 7-सी
मार्ग, चण्डीगढ़ - 160 019



NATIONAL PRODUCTIVITY COUNCIL

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

SCO 40 (1st Floor), Sector 7-C,
Madhya Marg, Chandigarh - 160 019

Ref No:C- 5157
Date: 15.03.2017

213

COMMISSIONER CUM SECRETARY
EDUCATION & TECHNICAL EDUCATION
GOVT OF HIMACHAL PRADESH
SECRETARIAT
SHIMLA HIMACHAL PRADESH.

Subject: Residential Training Course on "Effective Implementation of Right to Information Act, 2005 with CIC/SIC judgments and Modern HR Practices" at Ooty during June 19-23, 2017

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce and Industry) is organizing the above-mentioned residential training course during **June 19-23, 2017 at Ooty**. 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.

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.

The training programme has been designed to equip participants with the right interpretation and applications of the Act and discuss various CIC/SIC Judgments. RTO on-line system will also be discussed during the course.

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 organizations 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 activities. Also, a key element in modern HR practices is its alignment of human efforts with the strategy of the organization. Getting best out of human resources under all circumstances is what an organization needs for survival and growth.

The programme also aims 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 officers/Staff from your organization to participate in this programme.

Thanking you,

Yours truly,

825
19-4-17

19/4
J.S. Pan

ATC/2017
G. Saravanan

(G.Saravanan)
Regional Director

FOCUS

Rs. 48,000/- (Rupees Forty Eight thousand only) plus applicable service tax per participant. The requisite participation fee must be sent along with nomination. The spouse and children are allowed to stay alongwith 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.

COURSE ARRANGEMENTS

The participants will have to make their own travel arrangements to reach the venue of the programme on 19.06.2017 (AN) and return on 23.06.2017(FN). 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 nomination is 09.06.2017.

ENQUIRIES AND MAILING ADDRESS:

Regional Director

NATIONAL PRODUCTIVITY COUNCIL
SCO-40, 1st Floor, Sector - 7C, 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: 09849174781, 07589219766, 09779753576, 09888481938
Website : www.npcindia.gov.in

RESIDENTIAL TRAINING COURSE

ON

EFFECTIVE IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 WITH CIC/SIC JUDGEMENTS

AND

MODERN HR PRACTICES

AT

OOTY

(19.06.2017 to 23.06.2017)



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
- To discuss RTI On-line system

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
- Methodology for Implementation of the Act
- Roles and responsibilities of Public Information Officer, APIO and Appellate Authority
- 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
- Key judgments of Central Information and different state commissions
- Fallacy of RTI and proposed amendments in RTI Acts
- RTO On-line System

MODERN HR PRACTICES:

- 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 (SPIOs), 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

Ooty (Tamilnadu)

DATES

June 19-23, 2017

Check-in: 19.06.2017 (AN)

Check-out: 23.06.2017 (FN) (FOUR NIGHTS ONLY)

The Session will start on 19.06.2017 at 16.30 hours