

No. EDN-HE (21) B (15) 47/2016-All Type Training-
Directorate of Higher Education
Himachal Pradesh
Telephone Number: 0177-2653120, 2653386, 2653575 Extn: 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 Directors of Higher Education
in Himachal Pradesh



Subject: - Regarding Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office management" at Port Blair during November 14-18, 2016.

Memo:
The National Productivity Council, SCO 40 (1st Floor, sector 7-C, Madhya Marg, Chandigarh is going to conduct "Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office Management" at Port Blair during November 14-18, 2016 and requested to nominate participants to attend the above said programme.

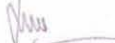
In this connection, it is to inform you that the willing candidates may apply for the same at own cost on voluntary & self-training basis. A brochure containing detailed information about the programme and participation fee is enclosed herewith for ready reference. Further, it is informed you that information related to "Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office Management" is available on website: www.npcindia.gov.in


(Dr. B.L. Vinta)
Jt. Director of Higher Education(C-1)
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001 the

Copy for information to:-

- 1 The Secretary (Higher Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. his letter No. EDN-B-Kha (15)12/2015-dated: 07.10.2016.
- 2 Shri G Saravanan, Regional Director, National Productivity Council, SCO 40 (1st Floor, sector 7-C, Madhya Marg, Chandigarh-160019 w.r.t. his Ref. No. 5145-dated: 23rd August, 2016.
- 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.


Jt. Director of Higher Education
Himachal Pradesh

NO. EDN-A-Kha (15)-12/2015.
Government of Himachal Pradesh
Department of Higher Education

From

The Principal Secretary (Education) to the
Government of Himachal Pradesh

To

✓ The Director Higher Education
Himachal Pradesh-171001.

Dated, Shimla-2 the 7th Oct., 2016.

Subject: -

Reg. Residential Training Programme on "Advance Course
on Right to Information Act, 2005 and Modern office
Management" at Portblair during November 14-18, 2016.

Sir,

I am directed to enclose here with a photocopy of letter No.
5146 dated 23.08.2016 (alongwith its enclosers), received from Sh. G.
Saravanan, Regional Director, (Ministry of Commerce & Industry, Govt. of
India) SCO 40 (1st floor), Sector 7-C, Madhya Marg, Chandigarh-160019, on
the subject cited above and request you to take further necessary action in
the matter accordingly.

P. A. Cell	38734
DHE.....	
14 OCT 2016	
Branch	Gen

Yours faithfully

Naresh
(Naresh Thakur)
Joint Secretary (Hr. Edu.) to the,
Government of Himachal Pradesh.

Endst. No. As above. Dated: Shimla the October, 2016.

Copy to:-

1. Sh. G. Saravanan, Regional Director, (Ministry of Commerce & Industry,
Govt. of India) SCO 40 (1st floor), Sector 7-C, Madhya Marg, Chandigarh-
160019 w.r.t. his letter referred to above.
2. Guard file.

✓
(Naresh Thakur)
Joint Secretary (Hr. Edu.) to the
Government of Himachal Pradesh.

Sh. Sathish
15/10



53755806
7/10/16

Ref No. : 5145
Dated 23.08.201

SPECIAL SECRETARY
EDUCATION & ADULT EDUCATION
GOVT OF HIMACHAL PRADESH
SHIMLA
HIMACHAL PRADESH

Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern office management" at PORTBLAIR during November 14-18, 2016

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **November 14-18, 2016 at PORTBLAIR**. 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,

5/10
sh-y-s

825

Yours truly,
G. Saravanan
(G.Saravanan)
Regional Director

RESIDENTIAL TRAINING PROGRAMME

ON

ADVANCE COURSE ON RIGHT TO INFORMATION ACT, 2005

AND

MODERN OFFICE MANAGEMENT

AT

PORTBLAIR

(14.11.2016 to 18.11.2016)



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)
SCO 40 (1st Floor), Sector 7C, Madhya Marg, Chandigarh
Phone : 0172-2794108, 2794110, email : npc-chd@chd.nic.in

REMARKS

Participants will have to make their own travel arrangements to reach the programme on 14.11.2016 (AN) and return on 18.11.2016(F.N). Stay arrangements including breakfast, lunch & dinner have been made and charges are included in the programme fee.

NOTES

Participants must accompany Cheque/DD/RTGS in favour of "National Productivity Council" or making payment through RTGS, the bank details are as under:

Account No. 026501000009207

IFSC Code: IOBA 0000265

Branch: 110020007

Branch Code: AAATN0402F

Branch Name: Registration No: AAATN0402FST014

Branch: Indian Overseas Bank, 70-Golf Links, New Delhi- 110003

Number of seats is limited and nominations will be accepted on first-come first-served basis. Last date of nomination is 04.11.2016.

CONTACTING ADDRESS

LOCAL DIRECTOR

PRODUCTIVITY COUNCIL

Floor, Sector – 7C, Madhya Marg, Chandigarh

Phone: 2- 2794108, 2794110; Fax :0172-2794109

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

npcindia.gov.in; rc.katoch@npcindia.gov.in;

npc@npcindia.gov.in

Phone: 49174781, 07589219766, 09779753576, 09888481938

www.npcindia.gov.in

TIME OBJECTIVES

INFORMATION ACT

• the requirements under Right to Information Act, 2005
• Systems and Procedures for implementation of the Act
• interlinkages of RTI act with other relevant Acts
• roles and responsibilities of Public Information Officer and Powers of Information Commission
• the important judgments of Central Information and different commissions

OFFICE MANAGEMENT

• about Modern Office Management concepts and practices
• strategy and issues in implementing Modern Office Management Tools
• about roles and responsibilities of Office Manager/Office Administrator

NTS

INFORMATION ACT

• Introduction to Right to Information Act, 2005
• Organization in Implementing the Act
• Policy for Implementation of the Act
• Responsibilities of Public Information Officer
• Functions of Information Commission
• Request for information
• Linkages of RTI Act with other Acts like Official Secret Act, Defence Act, Consumer Protection Act, Indian Penal Code, Protection of People Act, Code of Criminal Procedures, IT Acts, and other legislations
• Judgments of Central Information and different state commissions
• RTI and proposed amendments in RTI Acts

OFFICE MANAGEMENT

• Introduction to Modern Office Management and its Tools
• Information and Communication Tools in Office Management
• Practices in Team Building, Time Management, Communication Management
• Implementation in Office
• Supervision and Administration in Office Management
• 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: PORTBLAIR

DATES: November 14-18, 2016

Check-in: 14.11.2016(A.N)

Check-out: 18.11.2016 (F.N)(FOUR NIGHTS ONLY)

The Session will start on 14.11.2016 at 16.30 hours

PROGRAMME FEE

Rs. 46,900/- (Forty six thousand nine hundred only) plus applicable service tax per participant. Accompanying spouse and Children will have to pay to the hotel directly in cash towards boarding & lodging. The requisite participation fee must be sent along with nomination.