

No.42/01/2024-5Trg.(P.F)  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 29<sup>th</sup> October, 2024  
30+4

To

All the Administrative Secretaries to Govt. Haryana.

**Subject:- Residential Training Program on "Administrative Effectiveness, Focus: POSH& RTI" from December 10-14, 2024 at Goa. Request for Nominations.**

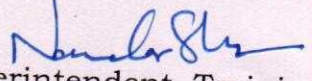
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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 21.10.2024 received from Mukesh Singh, Regional Director, National Productivity Council (Under Ministry of Commerce and Industry, Government Of India). This e-mail has been uploaded on the website of Chief Secretary Haryana i.e. (<http://csharyana.gov.in>).

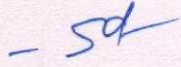
The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,

  
Superintendent, Training

**Endst. No. 42/01/2024-5Trg.(P.F)** Dated Chandigarh, the 29<sup>th</sup> October, 2024  
30+4

2. A copy of the above is forwarded to Sh Mukesh Singh, Regional Director, National Productivity Council (Under Ministry of Commerce and Industry, Government Of India), Regional Directorate- Jaipur, SB-96, JLN Marg, Bapu Nagar, Jaipur- 302017, Rajasthan w.r.t. his e-mail letter dated 21.10.2024 for information.

  
Superintendent, Training



F.No. 46/01/2024-STg.



Training Branch <branchtrg@gmail.com>

**Fwd: Residential Training Programme on "Administrative Effectiveness, Focus: POSH & RTI" from December 10-14, 2024 at Goa- Request for Nominations.**

1 message

**Dusmanta Kumar Behera** <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

21 October 2024 at 09:40

*[Handwritten signature]*  
21/10  
STg.

**From:** "Himanshu" <himanshu.rg@npcindia.gov.in>  
**To:** "Dusmanta Kumar Behera" <ssps@hry.nic.in>  
**Sent:** Monday, October 21, 2024 9:23:02 AM  
**Subject:** Residential Training Programme on "Administrative Effectiveness, Focus: POSH & RTI" from December 10-14, 2024 at Goa- Request for Nominations.

**P.O. No.: T2425JPR08**

**Dt.: 21/10/2024**

**Sub: Residential Training Programme on "Administrative Effectiveness, Focus: POSH & RTI" from December 10-14, 2024 at Goa- Request for Nominations.**

**Dear Sir/Madam,**

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. National Productivity Council is organizing residential training program on **"Administrative Effectiveness, Focus: POSH & RTI" from December 10-14, 2024 at Goa.**

## **INTRODUCTION**

NPC has designed a condensed training programme on RTI and POSH to enhance the knowledge and competence levels of the government and public sector officials. The programme stresses on sensitizing govt./public sector officials to ensure safe workplaces for women in government/public sector. The programme enlightens participants on RTI related aspects for organizational transparency and accountability. The programme also aims at facilitating the participants to acquire competencies considered necessary for handling the RTI and sexual harassment issues effectively and efficiently.

## **OBJECTIVES:**



The programme aims at enhancing organization's administrative effectiveness by exposing participants:

- To the criticality of and procedures for ensuring safe work places for women in govt./public sector
- To the fundamentals of Right to Information and contribution in Good Governance
- To promote systemic changes to improve the transparency within their organization through RTI.

#### CONTENTS:

- Vishakha Guidelines and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- The Right to Information Act 2005 and related case laws
- Overview of RTI, definition and Role of different parties
- Various orders related to the Right to Information Act 2005
- RTI various clauses including exemption clauses

#### TARGET GROUP

*The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Co-operatives, Corporations, Banks, Financial Institutions and/or Academic and/or Research Institutions.*

#### PARTICIPANT FEE

*The programme fees on residential basis is **Rs. 60000 /- + 18% GST per participant.** (Rs. Sixty Thousand Only + 18% GST. The Non-residential participation fees will be **Rs. 44000/- + 18% GST per participant** (Rs. Forty Four Thousand Only + GST). The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme can be opted as residential or non-residential.*

*As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading. 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.*

#### FACULTY AND METHODOLOGY

*The methodology would lay emphasis on experiential learning through lectures, case studies, and group based exercises focusing on the conceptual knowledge and current business practices/ issues along with interactive discussions with participants to share their knowledge and experience during the training program.*



NPC would impart the required training through experienced expert trainer(s) from NPC along with expert guest speakers from academia and/or industry, having rich practical experience, for the entire duration of the training.

## VENUE & DATES

Programme Dates & Venues	<b>December 10-14, 2024 at Goa</b>
Programme Code	<b>T2425JPR08</b>
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	<b>December 10, 2024</b> at 1200 hours Session starts at 1600 hours
Departure day (Check out time from forenoon onwards at Hotel/Resort)	<b>December 14, 2024</b> at 1100 hours

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

## 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 payable at Jaipur may be forwarded to undersigned.

## PAYMENT DETAILS

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

## GENERAL INSTRUCTIONS

- Some Non-residential participants can also be accommodated in the programmes at reduced fees, on specific requests for the same.
- GST as per GOI Rules (presently @ 18%) & may be revised as per GoI guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.
- Please note that NPC would not be in a position to provide accommodation before and after the above dates and participants requiring it would be required to do the arrangement of their own.



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 participation fees.

**The last date for sending nominations is 30<sup>th</sup> November 2024.**

For any other query, kindly contact Mr. Himanshu, Dy. Director at Ph. 0141-2702935, 2703573 Mobile No: 8826628448, Mob.: 8826628448, and email: himanshu.rg@npcindia.gov.in

Thanking you and looking forward to receive nominations.

Yours faithfully

Regards

**Mukesh Singh**

**Regional Director**

National Productivity Council

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

Regional Directorate -Jaipur

SB-96, JLN Marg, Bapu Nagar,

Jaipur - 302017, Rajasthan

Mobile No: 09414387196, E-Mail: mukesh.singh@npcindia.gov.in

**Online Brochure:** [https://www.npcindia.gov.in/NPC/Uploads/training\\_head/Headquater/T2425JPR0865971.pdf](https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/T2425JPR0865971.pdf)