

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

Dated, Chandigarh the 26<sup>th</sup> June, 2025

To

All the Administrative Secretaries to Govt. Haryana.

**Subject:- Residential Training Program on "Good Governance & Transparency through RTI" from August 18-22, 2025 at Ooty- Request for Nominations.**

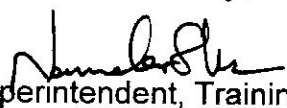
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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail bearing No. T24251TS06 dated 17.06.2025 received from Sh. Nikhil Panchbhai, Director (IT), NPC, (Under department for promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India) New Delhi-110003. 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.

Dated Chandigarh, the 26<sup>th</sup> June, 2025

2. A copy of the above is forwarded to Sh. Nikhil Panchbhai, Director (IT), NPC, (Under department for promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India) New Delhi-110003, w.r.t. his e-mail letter dated 17.06.2025 for information.

  
Superintendent, Training

F.No. 42/01/2024-5 Tg

Training Branch <branchtrg@gmail.com>

**Fwd: Residential Training Programme on "Good Governance & Transparency through RTI" from August 18-22, 2025 at Ooty - Request for Nominations.**

1 message

SSPS Haryana <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

17 June 2025 at 13:07  
17/6/25  
Tg.

===== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>  
To: "SSPS Haryana" <ssps@hry.nic.in>  
Date: Tue, 17 Jun 2025 12:41:32 +0530  
Subject: Fwd: Residential Training Programme on "Good Governance & Transparency through RTI" from August 18-22 2025 at Ooty - Request for Nominations.

===== Forwarded message =====

===== Forwarded message =====

From: Santosh Kumar <santosh.kumar@npcindia.gov.in>  
To: "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>  
Date: Tue, 17 Jun 2025 11:05:55 +0530  
Subject: Residential Training Programme on "Good Governance & Transparency through RTI" from August 18-22, 2025 at Ooty - Request for Nominations.

===== Forwarded message =====

T8016  
17/6/25

P.O. No.: T2425ITS06

Dt.: 17/06/2025

**Sub: Residential Training Programme on "Good Governance & Transparency through RTI" from August 18-22, 2025 at Ooty - 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 "Good Governance & Transparency through RTI" from August 18-22, 2025 at Ooty.

## INTRODUCTION

In the knowledge society, in which we live today, acquisition of information and new knowledge and its application have intense and pervasive impact on processes of taking informed decisions, resulting in overall productivity gains. RTI Act has empowered common man to observe and scrutinize the public actions with a view to developing an understanding about the outcome of public activities and/or providing feedback for rectifying the deficiencies in policy planning and the execution of programmes. The Act has become a milestone in the direction to bring systematic change in governance through introducing participation, transparency, accountability and probity in administration. This program has been designed to address the challenges faced by RTI respondents & others across all government departments. This program will enrich participants with effective communication skill to reply to RTI queries.

## PROGRAMME OBJECTIVES

- ? To create awareness about importance of Right to Information Act among all stakeholders
- ? To build capacity of all RTI respondents from Government Department
- ? To deliberate on the role of RTI on good governance & transparency
- ? To demonstrate critical issues related to RTI application/reply through experiential learning.

## COURSE COVERAGE

- ? Introduction to Good Governance

- ? Roles and Responsibilities of the Stakeholders in RTI
- ? Role of ICT in RTI / Records Management
- ? RTI Application, Process, RTI Appeal and Complaint Process
- ? Role ICs & Case Studies
- ? Process reforms for Service Delivery in Government Sector

## 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. 65,000 plus GST @ 18% amounting to Rs. 76,700/- (Rupees Seventy-Six Thousand Seven Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 50,000/- plus GST @ 18% amounting to Rs. 59,000/- (Rupees Fifty-Nine Thousand Only) per participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.

## 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	August 18-22, 2025 at Ooty
Programme Code	T2526ITS04
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	August 18, 2025 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	August 22, 2025 Forenoon

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 payment of New Delhi may be forwarded to: Sh. Nikhil Panchbhai, Group Head (IT).

## PAYMENT DETAILS

Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI

PAN No: AAATN0402F

GSTIN: 07AAATN0402F1Z8

ECS Payment Details: Indian Overseas Bank 70 Golf Link New Delhi Branch

A/c No. 02650100000 9207, NEFT/RTGS/IFSC No. IOBA0000265

In 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 a crossed cheque/demand draft of participation fees on residential basis is Rs. 65,000 plus GST @ 18% amounting to Rs. 76,700/- (Rupees Seventy-Six Thousand Seven Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 50,000/- plus GST @ 18% amounting to Rs. 59,000/- (Rupees Fifty-Nine Thousand Only) per participant favouring ?National Productivity Council? and payable at New Delhi may be forwarded to the undersigned.*

**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.**

*Thanking you and looking forward to receive nominations.*

*Yours faithfully*

Thanks & Best Regards,

**Nikhil Panchbhai**  
**Director & Group Head (IT),**  
National Productivity Council,  
(Under Ministry of Commerce & Industry, Govt. of India)  
5-6 Institutional Area  
Lodi Road, New Delhi ? 110003  
Mobile: 08368398480  
Phone:-011-24607321  
Email: [nikhil.p@npcindia.gov.in](mailto:nikhil.p@npcindia.gov.in)  
Website: [www.npcindia.gov.in](http://www.npcindia.gov.in)

**Online Brochure: [https://www.npcindia.gov.in/NPC/Uploads/training\\_head/Headquater/T2526ITS04497998.pdf](https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/T2526ITS04497998.pdf)**

Forthcoming Training Programme				
S. No.	Title of the training programme	Duration & Date	Venue	Fee Per Participants (excluding 18% GST)
1.	Digital Transformation through e-Governance	22-26 Sep, 2025	Goa	Rs.70,000/- (R) Rs. 55,000/- (NR)
2.	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	24-28 Nov, 2025	Sri Vijaya Puram (Port Blair)	Rs.70,000/- (R) Rs. 55,000/- (NR)
3.	Good Governance & Transparency through RTI	15-19 Dec, 2025	Goa	Rs.70,000/- (R) Rs. 55,000/- (NR)
4.	Preventive Vigilance, E- Procurement and Key to Good Governance	19-23 Jan, 2026	Sri Vijaya Puram (Port Blair)	Rs.70,000/- (R) Rs. 55,000/- (NR)
*R- Residential    *NR- Non-Residential				