

No. **42/03/2023**-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 28th August, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Seeking nominations for Training Programme on "Administrative Effectiveness, Focus: HR, Preventive Vigilance & Right" to Information Act 2005 from Sep. Udaipur.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 16.08.2023 received from National Productivity Council, SB-96 JLN Marg, Bapu Nagar, Jaipur-302004 has been uploaded on the Website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,

28/08/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. **42/03/2023**-3Trg.

Dated Chandigarh, the 28th August, 2023

A copy is forwarded to National Productivity Council, SB-96 JLN Marg, Bapu Nagar, Jaipur -302015 w.r.t his Email letter dated 16.08.2023 for information.

28/08/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Fwd: Calendar for Training Programme 2023

1 message

Prabhjot Singh <ssps@hry.nic.in>

To: branchtrg <branchtrg@gmail.com>, Under Secretary Vigilance Government of Haryana <usvigilance@hry.nic.in>

From: kaushalsanjeew@hry.nic.in
 To: "Prabhjot Singh" <ssps@hry.nic.in>
 Sent: Monday, August 14, 2023 12:24:51 AM
 Subject: Fwd: Calendar for Training Programme 2023

Training Branch

Diary No. 110874

Dated 16/08/2023

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 16/8/23
 3 mg

From: "NPC Jaipur" <japnrc@npcindia.gov.in>
 Sent: Monday, August 14, 2023 11:54:08 AM
 Subject: Calendar for Training Programme 2023

Sub: Seeking nominations for Training Programme on Administrative Effectiveness, Focus: HR, Preventive Vigilance & Right to Information Act 2005 from Sep
 Udaipur

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its **Calendar of Training Programme 2023** and its Training Programme on "Administrative Information Act" September 11-15, 2023 at Puri & November 6-10, 2023 at Udaipur

NPC has designed a condensed training programme on HR, Preventive Vigilance & to enhance the knowledge and competence levels of the government and public sector acquire competencies considered necessary for handling the IIR, vigilance, and RTI issues effectively and efficiently. The programme also enlightens participants on RTI and rel

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, Purchase Appellate Authority etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institution

The brochure with programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your ki Fifty Five Thousand Five Hundred Only + 18% GST for residential participants; inclusive of boarding and lodging arrangement for the participants for 4 nights durin or Rs.35500/- + 18% GST (Rs. Thirty Five Thousand Five Hundred Only + 18% GST) for non-residential participants is inclusive of lunch, course material kit, and pr

We are sure that you would take advantage of this programme and nominate a few officials from your organization. Kindly feel free to call us at 0141-2703573, 2702935, 941 case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

announces Training Programme on

Administrative Effectiveness, Focus: HR, Preventive Vigilance & Right to Information A
September 11-15, 2023 at Puri & November 6-10, 2023 at Udaipur

INTRODUCTION

There is a need for creating awareness of vigilance in an organisation in order to bring transparency in the delivery system. All executives irrespective of their functional allocat public servants. Contract awarding and executing agencies in particular shall be familiar with DOs and DONTs of vigilance matters, coupled with the recent advances in prc employee appointed as APIO, PIO, Appellate Authority must be trained in RTI.

NPC has designed a condensed course on Preventive Vigilance & RTI to upgrade the knowledge and skills of the officials.

OBJECTIVES:

The programme aims at exposing participants

- To the concepts, scope and areas of preventive vigilance in order to understand the preventive vigilance and its measures
- To promote systemic changes to improve the transparency within their organization through RTI.
- To the fundamentals of Right to Information and contribution in Good Governance

CONTENTS:

- Human Resource, Key to organisation
- Overview, Definition & Determination of Vigilance Angle
- Preventive Vigilance & its measures
- CVC Act 2003 - Role & Functions of CVC & Important CVC instructions
- Whistle Blower Protection Act 2011
- The Right to Information Act 2005 and related case laws.
- Overview of RTI, definition and role of different party i.e. APIO, PIO, CPIO and Appellate Authority
- 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, Purchasing, from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations their coverage are provided with brochure enclosed herewith.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 55,500/- + 18% plus GST per participant. (Rs. Fifty Five Thousand Five Hundred Only + 18% GST. The Non-residential participi Thirty Five Thousand Five Hundred Only + GST. The residential participation fee includes the cost of accommodation, food stationery, course material and professional charges.

FACULTY AND METHODOLOGY

The faculty would include specialists from NPC & invited speakers from organizations of eminence. Methodology of the programme would be participative in nature with a fo led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and development of action plans by the participants for the imp vigilance and e-procurement.

VENUE & DATES:

Programme Dates & Venues	September 11-15, 2023 Puri
Arrival day(Check in time at Hotel/Resort)	September 11, 2023 FN 1300 hrs.
Programme starts at	September 11, 2023 at 1600 hrs.

Departure day (Check out time at Hotel/Resort)	September 15, 2023 FN 09.00 hrs.
Programme concludes at	September 15, 2023 at 09.00 hrs.
Programme Dates & Venues	November 6-10, 2023 Hotel Pride, Udaipur
Arrival day (Check in time at Hotel/Resort)	November 6, 2023 FN 1300 hrs.
Programme starts at	November 6, 2023 at 1600 hrs.
Departure day (Check out time at Hotel/Resort)	November 10, 2023 FN 11.00 hrs.
Programme concludes at	November 10, 2023 at 1030.00 hrs.

Early Check-In and Late Check-out is subject to availability of rooms at the hotel

REGISTRATION:

Nominations along with participants details, name, designation, organisation, contact address, email, phone, mobile no. whether residential or non residential along with DD Jaipur latest by 15 days before the start of the programme to.

The Programme Director

National Productivity Council

SB-96, JLN Marg, Bapu Nagar, Jaipur - 302015, Rajasthan

PAYMENT DETAILS:

1. Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
2. PAN NO: AAATN0402F, GST No. 08AAATN0402F1Z6
3. ECS Payment Details: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur 302004, Bank Account No: 40084592614, Branch Code: 031477, IFCS/RTGS/NEFT should be intimated accordingly

GENERAL INSTRUCTIONS:

- Kindly provide GST No. of the organisation for issuance of the bill.
- GST as per GoI Rules (presently @ 18%) as per the GoI guidelines.
- Overstay if any has to be settled by participants directly to the hotel.

FOR FURTHER DETAILS PLEASE CONTACT:

Programme Director

National Productivity Council

SB-96, JLN Marg, Bapu Nagar, Jaipur - 302015, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No: 8826628448, 09414387196

E-Mail: jaipur@npcindia.gov.in Website: www.npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR CALENDAR OF TRAINING PROGRAMMES June 2023 - March 2024

No.	Title of Programme	Duration & Dates	Venue	Fee (R)
1	Operation Strategy: Lean Process Improvement for Sustainable Systems, Key to Good Governance	August 21-15, 2023	Udaipur	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
2	Office Administration & Management; Focus: JIR, Vigilance & RTI	September 11-15, 2023	Part	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
3	Leading with Emotional Intelligence for Stress Management	September 18-22, 2023	Jaisalmer	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
4	Future Leadership Development Programme for organisational effectiveness & productivity	October 16-20, 2023	Udaipur	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
5	Administrative Effectiveness, Focus: Preventive Vigilance, RTI & Procurement	November 6-10, 2023	Udaipur	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
6	Finance & GFR for functional & Non Finance Executives	November 20-24, 2023	Jaisalmer	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
7	Advance Course on Secretarial Effectiveness : Capacity Building, Focus: Communication competencies	December 11-15, 2023	Udaipur	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
8	Administrative Effectiveness, Focus: Preventive Vigilance, RTI & Procurement	December 18-22, 2023	Goa	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
9	Procurement, Tendering and GFR, General Financial Rules, 2017 for Good Governance	January 2024	Udaipur	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
10	Advance Course on Secretarial Effectiveness, Focus : Noting & Drafting	February 2024	Jaisalmer	Rs.55500/-+GST (R) Rs.35500/-+GST (NR)
11	Administrative Effectiveness, Focus: GFR, e-Procurement & RTI	March 2024	Udaipur	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)

* The detailed brochure is available on www.npcindia.gov.in or would be available 10-12 weeks before commencement of the programme on request through mail. (Save Paper, Save Tree)

* The training programmes are residential (R) includes boarding and lodging arrangement for 4 nights, check-in day 1 (FN) check-out day 5 (FN) or non-residential (NR) includes working lunch, can be opted as per option.

* In General Programme starts at 1600 hrs. on day 1 and conclude at 11.00 hrs. on day 5

* Customised Training Module at Company premise/ neutral venue can be organised on above topics for 15-20 participants in each batch on mutually agreed dates, venue, financial implications and terms and condition

* Fee is excluding of GST and will be added as per applicable on fee at present @ 18%.

* Fee is to be paid by DD/ Cheque in the name of "National Productivity Council" Jaipur

For ECS: Bank Name: Bank Name: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur 302004, Bank Account No: 40084592614, Branch Code: 031477, IFCS/RTGS/NEFT Code: SBIN0031477,

* PAN No: AAATN0402F, TAN No: JPRN00099B GST No: 08AAATN0402F1Z6

* Please let us know your tentative requirements; this would help us serve you better.

For details please contact

Director

NATIONAL PRODUCTIVITY COUNCIL

SB-96, JLN Marg, Bapu Nagar, JAIPUR 302004

Phone: 0141-2702935, 0141-2703573, Fax: 0141-2703573

e-mail: jaipur@npcindia.gov.in, Web: www.npcindia.gov.in

Save Paper, Save Tree, Save Environment. Please don't print this e-mail unless you really need