

# *Residential Programmes*

on

**Challenges of Right to Information Act. 2005**

**and**

**Modern Office Management**

**During: 20-24 April 2024**

**at**

**Mussoorie(UK)**



**Greater Noida Productivity Council**

*(Affiliated to National Productivity Council)*

D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt

Greater Noida- 201308 (G.B. Nagar) NCR

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# Challenges of Right to Information Act. 2005 and Modern Office Management

## Introduction

The enabling role of the RTI, Modern HR practices, Finance management and Advance IT tools in the delivery of services in the public and Government Sector has gained acceptance. 'SMART' Governments and citizen's empowerment have become buzz words for the policy makers. Above skills has become a vital part of many successful Government programmes and schemes as the opportunities are large and benefits are significant. Successful enhancement of Office productivity requires ability and willingness to learn existing processes and reengineer the outdated processes and the skills to manage large scale in enhance the office performance. So, for any transformation that takes, the relentless focus is on employees. In capacity building of employees, GNPC is organizing the program on above topic for the benefit of the organization

## Programme Objective

- ❑ Understanding the provisions of the RTI 2005 Act. Prepare Govt. officials/PIOs/FAAs better handle RTI applications from the Citizens
- ❑ Streamline office procedures with modern Office Practices for better Productivity.
- ❑ Modern Office Management Practices
- ❑ To discuss about roles and responsibilities of office Manager/Office administrator
- ❑ To improve leadership, managerial and administrative skills among the participants.

## Programme Coverage

- ❑ RTI - History & Background, Scope and Coverage of the Act
- ❑ Roles & responsibilities of the various Public Officials, Application, Appeal & Complaint Process
- ❑ Role of Information Commissions & RTI Case Studies,
- ❑ Basic concepts on Modern Office Management
- ❑ E-Governance In the digital Era-an overview
- ❑ Office automation and communication tools
- ❑ Leadership for organizational growth
- ❑ Decision making & Problem solving
- ❑ Performance management through balance score card
- ❑ Develop teamwork & create work culture for better productivity
- ❑ Managing Stress for better performance
- ❑ Lean office improvement for higher productivity
- ❑ Developing positive inter person relation in the organization
- ❑ Case studies, Presentations and panel discussions

## Participant's Profile

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.

## Participation Fee (Residential)

Rs. 49,500/- (Forty nine Thousand Five Hundred Only)

+GST@18 (Equivalent to Rs. 58,410-) per person

which is inclusive of board, lodge & program material cost

Delegate(s) accompanying with spouse will pay Rs 8000/ for the whole duration which includes stay, bed tea, breakfast, Lunch & Dinner payable to hotel. Children between the age 04-12 will be charged Rs 6000/ and will share the parent's room.

## Registration & Payment

Nominations indicating the names(s) of the participants, designations, address, phone & mobile number, etc. along with a crossed cheque / demand draft for the participation favoring Greater Noida Productivity Council, and payable at Noida.

**Our PAN No. is AACAG3904C, GST No. 09AACAG3904C1Z5**

For ECS and on line payment, Bank details is as such (if depositing in bank then send us scanned copy of deposit slip)

ICICI Bank, Account No. 628401059872, Omega-1,  
Greater Noida -201308 **RTGS/NEFT/IFST Code ICIC0006284**

## Venue And Dates:

- ▣ Venue : Hotel /Resort at Mussoorie
- ▣ Check in: 20 April 2024 Afternoon
- ▣ Check Out: 24 April 2024 forenoon

## Last Dates:

- ▣ Last Date of Nomination: 10 April 2024

## Faculty & Methodology

Dr. R.D. Mishra Director, GNPC having 40 years of professional experience as well as eminent speakers from organization/ Industries/Institute will steer the programme. Methodology of the programme would be participative in nature. The session would be based on conceptual deliberation. case studies, success stories, managements games and group discussions.

## About Greater Noida Productivity Council

GNPC is a nonprofit making organization registered under the societies registration act, 1860 (Registration No. 034160/15) and is affiliated to National Productivity Council Government of India. The constitution of Greater Noida Productivity Council comprises of a tripartite agreement among employers, employees and government representatives. The council is devoted to enhance Productivity in Industrial as well as service oriented organizations through high-tech scientific applications and major focus on Technical and Managerial consultancy, Productivity Improvement, Lean Manufacturing, In- company training on various technical and non-technical topics for improving living standards of people in country. Greater Noida Productivity Council also undertakes to organize Residential Programmes on different topics for senior, middle and Junior level executives at different locations in India and Abroad

The major areas of services offered are:

1. Process Management
2. Human Resource Management
3. TQM and Quality Management
4. Energy Management
5. Plant Engineering
6. Energy Management
7. Environment Management

## Enquiry & Registration

Send E-mail for faster response

Email: [gnpcouncil@gmail.com](mailto:gnpcouncil@gmail.com), [director@gnpcouncil.org](mailto:director@gnpcouncil.org)

and write to

Dr. R.D. Mishra, Director

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## Organisations sponsored in our previous programmes

Currency Note Press, Ex-Im Bank of India, THDC, North Gujrat University, Ministry of Health & Family Welfare, New Delhi, South Eastern Coalfields Ltd, DoPT, ICAR, KRIBHCO, UP Agri Deptt, RCF Ltd, NTPC, IOL Bongoigaon, RBI, WAPCOS Ltd, NDMC, YASHAD Pune, HINDALCO HLL, UP Agriculture Department BEL, KSPCB, Bangalore, GB Pant Hospital Delhi, Safdarjang Hospital Delhi, Dr. Ambedkar Hospital Delhi, UP Health System Development Corporation, Gujrat Chemical & Fertilizer, M.R. Medical Collage, Gulbarga, Karnatka etc.