



Office of the Pr.Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana Region, Hyderabad,  
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F.No.Pr.CCIT/Circulation/2021-22

Date 04.09.2021

**CIRCULAR**

Sub: Five days Online Training on "Administrative Effectiveness: RTI Advanced & Preventive Vigilance" from 13<sup>th</sup> to 17<sup>th</sup> September, 2021 - reg.

Ref: Email received from Regional Director, NPC, Jaipur dated 04.09.2021.

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National Productivity Council (NPC) is going to conduct five days online training on Administrative Effectiveness RTI Advanced & Preventive Vigilance from 13<sup>th</sup> September to 17<sup>th</sup> September, 2021. This is a paid course and the cost of the training for 5 days is Rs.11,682/- per participant. The Programme aims at exposing participants to:

1. Concepts related to Right to Information Act, 2005
2. Issues that arise while answering RTI Queries
3. Transparency Audits, to promote systemic changes to improve accountability and transparency
4. Concepts related to the Organizational Vigilance, Measures of Preventive Vigilance
5. To the systemic changes required to improve Accountability and Transparency.
6. Audit Mechanisms etc.

In this regard, please find enclosed herewith the above referred letter received from Regional Director, National Productivity Council, Jaipur on the captioned subject containing the salient features of course and mode of registration, for information and necessary action.

Encl: As above

*B. Srinivasa Rao* 04/9/21

**(B. SRINIVASA RAO)**

Joint Commissioner of Income Tax(OSD),  
(HQrs), (Admin),  
O/o Pr.CCIT, AP& TS, Hyderabad.

To

All the Heads of Offices, AP & Telangana Region.



15070  
Subject: Fwd: Five Days Online Training on "Administrative Effectiveness: RTI Advanced & Preventive Vigilance" on 13-17 September 2021 - Request for Nominations.

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tps@>

Date: 09/06/21 09:06 AM

From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

image001.jpg (12kB)

----- Original Message -----

From: Mukesh Singh <jaipur@npcindia.gov.in>

Date: Sep 4, 2021 11:49:18 AM

Subject: Five Days Online Training on "Administrative Effectiveness: RTI Advanced & Preventive Vigilance" on 13-17 September 2021 - Request for Nominations.

To: hyderabad.pccit@incometax.gov.in



Circulation  
Chaitanya Jena

No. JP/eTrg./2021-22/Jul-Sep

Dt. 3<sup>rd</sup> Sep 2021

Dear Sir/Madam,

Five Days Online Training on "Administrative Effectiveness: RTI Advanced & Preventive Vigilance" on 13-17 September 2021 - Request for Nominations.

Greetings from National Productivity Council – Regional Directorate Jaipur.

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, GOI. Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Industrial Engineering, Agri-Business, Economic Services, Quality Management, Human Resources Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government and Public & Private sector organizations. NPC is a constituent of the Tokyo-based Asian Productivity Organisation (APO), an Inter-Governmental Body of which the Government of India is a founding member.

In the wake of the frequent disruptions faced by the organizations worldwide, National Productivity Council (NPC) is conducting its training programmes in online mode.

NPC Jaipur is conducting e-training programmes on:

3 Days "Right to Information Act 2005 – Advanced" on 13-15 September 2021

2 Days "Preventive Vigilance for Govt./Public Sector" on 16-17 September 2021.

5 Days "Administrative Effectiveness: RTI Advanced & Preventive Vigilance" on 13-17 September 2021 (also available as individual modules as listed above in no.1 and 2)

Fees for 2 days programs = Rs. 5900 + GST; for 3 days programs = Rs. 7900 + GST; and for 5 days programs = Rs. 9900 + GST.

We are sure that you would take advantage of the above programmes and nominate a few officers and staff from your institution.

Kindly feel free to call us at **8826628448 (Himanshu)**, **0141-2703573**, **2702935** or email us at **himanshu.rg@npcindia.gov.in** in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you  
Yours Sincerely  
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  
Ph. 0141-2702935, 2703573 Mobile No: 09414387196  
E-Mail: [mukesh.singh@npcindia.gov.in](mailto:mukesh.singh@npcindia.gov.in), [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in)

Please scroll down the email for detailed brochures above e-training programs  
IF YOU DO NOT WANT TO RECEIVE EMAILS FROM US– PLEASE REPLY WITH UNSUBSCRIBE IN SUBJECT

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**ANNEXURES**

**NATIONAL PRODUCTIVITY COUNCIL, JAIPUR**  
3 Days Specialized E-Training Programme for Govt./Public Sector

Right to Information Act 2005 - Advanced

13-15 September 2021

## INTRODUCTION

Ignorance of the law is not an excuse. There is a need for creating awareness of RTI in every organisation in order to bring transparency in the delivery system and avoid liability under penal provisions. All officials irrespective of their functional allocation must be aware of the RTI angle and the accountability of public servants with respect to record keeping.

NPC has designed a condensed course on the RTI to upgrade the knowledge and skills of the officials in the domain.

## OBJECTIVES

The programme aims at exposing participants

- To the concepts related to the Right to Information Act 2005
- To the issues that arise while answering RTI queries
- To the Transparency Audits
- To promote systemic changes to improve accountability and transparency

## CONTENTS

Overview of the RTI, definition and role of different parties

Various orders related to the Right to Information Act 2005.

Role of APiO, PIO, CPIO and Appellate Authority

Various clauses including exemption clauses u/s 8 and 9

RTI Audit

Records Management

Case Studies

## PARTICIPANTS' PROFILE

The programme is designed for officers and staff working across different functional areas of organization including administration, finance, personnel & training/HRD, contracts, procurement, etc. in government and public sector.

## METHODOLOGY

The training sessions would be interactive in nature. The sessions will include conceptual deliberations, presentations, case studies, online quiz/ exercise through Cisco Webex platform. **E-Certificate of participation will be issued to all participants.**

Registration link would be sent to nominated participants 1-2 days before the scheduled session. Soft copy of faculty presentations will be provided to the participants after the session. Participants will be provided requisite technical support for connecting through the Cisco Webex platform.

## FACULTY

Senior consultants from National Productivity Council and eminent experts from the domain would conduct the training sessions.

## DATE-TIME

**13-15 September 2021 from 14:00 hrs. to 17:00 hours**

**(sessions often extend beyond 17:00 hours depending upon the questions from participants)**

## PARTICIPATION FEES

**Rs.9322/- (i.e., Rs. 7900 + 18% GST) per participant.** In words Rupees. Nine Thousand Three Hundred and Twenty Two per participant inclusive of programme material and professional charges.

## Payment:

The Cheque/DD should be drawn in favour of "National Productivity Council" payable at New Delhi. or

ECS/NEFT/IMPS to

Beneficiary Name: **National Productivity Council**

Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No. AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6**

(Please mention "NPCJP-Participant/OrganizationName" in transaction comments for ease of tracking)

ENQUIRIES

Nominations along with participants details, name, designation, organization, contact address, email, mobile phone no., along with payment details towards participation fee should reach latest by 11 September 2021 to:

**Programme Director**

**National Productivity Council**, SB-96, JLN Marg, Bapu Nagar, Jaipur - 302017

Phone: 0141-2702935, 2703573, 8826628448

Email: himanshu.rg@npcindia.gov.in (Cc: jaipur@npcindia.gov.in)

Web: www.npcindia.gov.in

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# NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

2 Days Specialized E-Training Programme for Govt./Public Sector

## Preventive Vigilance for Govt./Public Sector

16-17 September 2021

### INTRODUCTION

There is a need for creating awareness of vigilance in an organization in order to bring transparency in the delivery system. All executives irrespective of their functional allocation must be aware of the vigilance angle and accountability of public servants. Contract awarding and executing agencies in particular be familiar with do and don'ts on vigilance matter, coupled with the recent directives and orders.

### OBJECTIVES

The program aims at exposing participants

- To the concepts related to the Organizational Vigilance
- To the measures of Preventive Vigilance
- To the systemic changes required to improve Accountability and Transparency

### CONTENTS

Overview, Definition of Vigilance Angle

Types of Vigilance, Sources of Information

Effective Steps in Handling Preventive Vigilance, Role of Line Managers

The CVC Act 2003 – Role & Functions of CVC, CVO & Important CVC instructions

Vigilance in Procurement, Tendering & Contracts

Audit Mechanisms

Complaints Handling Mechanism & The Whistleblowers Protection Act 2014

Best Practices from various govt./public sector organizations

### PARTICIPANTS' PROFILE

The program is designed for officers and staff working across different functional areas of organization including administration, finance, personnel & training/HRD, contracts, procurement, etc. in government and public sector.

### METHODOLOGY

The training sessions would be interactive in nature. The sessions will include conceptual deliberations, presentations, case studies, online quiz/ exercise through Cisco WebEx platform. **E-Certificate of participation will be issued to all participants.**

Registration link would be sent to nominated participants 1-2 days before the scheduled session. Soft copy of faculty presentations will be provided to the participants after the session. Participants will be provided requisite technical support for connecting through the Cisco WebEx platform.

### FACULTY

Senior consultants from National Productivity Council and eminent experts from the domain would conduct the training sessions.

**DATE-TIME**

**September 16-17, 2021 from 14:00 to 17:00 hours.**

**(sessions often extend beyond 17:00 hours depending upon the questions from participants)**

**PARTICIPATION FEES**

**Rs.6962/- (i.e., Rs. 5900 + 18% GST) per participant.** In words Rupees. Six Thousand Nine Hundred and Sixty Two per participant inclusive of program material and professional charges.

**Payment:**

The Cheque/DD should be drawn in the favour of "National Productivity Council" payable at New Delhi. or

ECS/NEFT/IMPS to

Beneficiary Name: **National Productivity Council**

Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No. AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6**

(Please mention "NPCJP-Participant/OrganizationName" in transaction comments for ease of tracking)

**ENQUIRIES**

Nominations along with participants details, name, designation, organization, contact address, email, mobile phone no., along with payment details towards participation fee should reach latest by 11 September 2021 to:

**Programme Director**

**National Productivity Council**, SB-96, JLN Marg, Bapu Nagar, Jaipur - 302017

Phone: 0141-2702935, 2703573, 8826628448

Email: himanshu.rg@npcindia.gov.in (Cc: jaipur@npcindia.gov.in)

Web: www.npcindia.gov.in

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# **NATIONAL PRODUCTIVITY COUNCIL, JAIPUR**

5 Days Specialized E-Training Programme for Govt./Public Sector

*Administrative Effectiveness: RTI Advanced & Preventive Vigilance*

*13-17 September 2021*

INTRODUCTION

Running a government / public sector organization demands expertise in multidisciplinary domains of administration, law and management. Operational effectiveness demands transparency and accountability in day-to-day activities.

**The Right to Information Act 2005** has been envisaged as a tool to promote Good Governance. Hence, not just the CPIO/APIO and FAAs, but all the officials of any department shall be aware about the scope of and limitations on the disclosure of information. This is also important to avoid liability under the penal provisions of the Act and to ensure the accountability of the public servants with respect to record keeping.

Similarly, there is a need for creating awareness w.r.t. **Preventive Vigilance** in organizations in order to bring transparency in the delivery system and prevent corruption. All executives irrespective of their functional allocation must be aware of the vigilance angle and accountability of public servants. Contract awarding, procurement and executing agencies, in particular, shall be familiar with the DOs and DON'Ts on vigilance matters, coupled with the recent directives and orders of the CVC.

NPC has designed this condensed course on Administrative Effectiveness with a focus on the RTI and Preventive Vigilance to upgrade the knowledge and skills of the officials for productivity and resilience of government / public sector organizations.

#### **OBJECTIVES**

The programme aims at exposing participants

- To the concepts related to the Right to Information Act 2005
- To the issues that arise while answering RTI queries
- To the Transparency Audits
- To the concepts related to the Organizational Vigilance
- To the measures of Preventive Vigilance
- To the systemic changes required to improve Accountability and Transparency

#### **CONTENTS**

Overview of the RTI, definition and role of different parties

Various orders related to the Right to Information Act 2005.

Role of APIO, PIO, CPIO and Appellate Authority

Various clauses including exemption clauses u/s 8 and 9

RTI Audit

Records Management

Case Laws related to RTI Act

Overview, Definition of Vigilance Angle

Types of Vigilance, Sources of Information

Effective Steps in Handling Preventive Vigilance, Role of Line Managers

The CVC Act 2003 – Role & Functions of CVC & Important CVC instructions

Vigilance in Procurement, Tendering & Contracts

Audit Mechanisms, Complaints Handling Mechanism & Whistleblowers Protection

Best Practices from various govt./public sector organizations

#### **PARTICIPANTS' PROFILE**

The programme is designed for officers and staff working across different functional areas of organization including administration, finance, personnel & training/HRD, contracts, procurement, etc. in government and public sector.

#### **METHODOLOGY**

The training sessions would be interactive in nature. The sessions will include conceptual deliberations, presentations, case studies, online quiz/ exercise through Cisco Webex platform. **E-Certificate of**

participation will be issued to all participants.

Registration link would be sent to nominated participants 1-2 days before the scheduled session. Soft copy of faculty presentations will be provided to the participants after the session. Participants will be provided requisite technical support for connecting through the Cisco Webex platform.

#### FACULTY

Senior consultants from National Productivity Council and eminent experts from the domain would conduct the training sessions.

#### DATE-TIME

**13-17 September 2021 from 14:00 to 17:00 hours. (sessions often extend little longer depending upon the questions from participants)**

#### PARTICIPATION FEES

**Rs.11682/- (i.e., Rs. 9900 + 18% GST) per participant.** In words Rupees. Eleven Thousand Six Hundred and Eighty Two per participant inclusive of programme material and professional charges.

#### Payment:

The Cheque/DD should be drawn in favour of "National Productivity Council" payable at New Delhi. or

ECS/NEFT/IMPS to

Beneficiary Name: **National Productivity Council**

Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No. AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6**

(Please mention "NPCJP-Participant/OrganizationName" in transaction comments for ease of tracking)

#### ENQUIRIES

Nominations along with participants details, name, designation, organization, contact address, email, mobile phone no., along with payment details towards participation fee should reach latest by 11 September 2021 to:

**Programme Director**

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Phone: 0141-2702935, 2703573, 8826628448

Email: himanshu.rg@npcindia.gov.in (Cc: jaipur@npcindia.gov.in)

Web: www.npcindia.gov.in



### Registration Form for E-Training Participants

Sponsoring Authority (Name, Designation, Email and Mobile no.)					
Name of the Organization					
Postal Address with PIN					
GST Number					
Any Other Details					
<b>Participants Details</b>					
Sl.No.	Name	Designation with	Email	Mobile	Program Name

		Section/ Division/Deptt.		No.	and Date for which nominated
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

\*may insert more rows if required

Any Other Details/ Instructions	
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