



National Council for Secretariat Training & Development

Training Programme

on

***Advance Course on Right to Information Act, 2005 and
Modern Office Management***



1. ABOUT NCSTD

National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

2. PROGRAMME THEME

The Right to Information Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. The act is a cornerstone for modern office management by mandating transparency and accountability, driving public offices toward better record-keeping, e-governance, and proactive disclosure. It transforms administration by requiring efficient information retrieval systems and reducing bureaucratic delays. The Act is mandatory to be implemented; there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization.

This Programme will help the participants to better understand different provision of RTI Act, 2005 and learn modern office management techniques to improve office productivity and performance of the organization.

LEARNING OBJECTIVES

RIGHT TO INFORMATION ACT, 2005

- To discuss the requirements under Right to Information Act, 2005.
- To define systems and procedures for implementation of the Act.
- To discuss interlinkages of RTI Act with other relevant Acts
- To discuss roles and responsibilities of Public Information Officer (PIO) and Powers and functions of Information Commission.
- To describe important judgments of Central Information and different State Commissions.

MODERN OFFICE MANAGEMENT

- To explain modern office management techniques management practices and control of organization functioning.
- To improve management & leadership skills among the participants.
- To equip the participants about modern office management practices to get maximum productivity from employees.
- To discuss alignment of HR Strategy with organizational objectives.
- To discuss strategy to shape manpower for future challenges.

BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

RIGHT TO INFORMATION ACT, 2005

- Introduction to Right to Information Act, 2005.
- Role of organization in implementing the act methodology for implementation of the act.
- Roles and responsibilities of public information officer powers and functions of information commission disposal of request for information.
- RTI On-line, The interlinkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations.
- Important judgments of central information and different state commission's fallacy of RTI and proposed amendments in RTI Acts.

MODERN MANAGEMENT PRACTICES

- Leadership and management skills
- Motivation and Change Management
- Time and Stress management, Conflict Management, Effective Supervision and Administration in Office,
- Knowledge management, Modern HR Practices, Total Quality Management

1. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be combination of theoretical and practical inputs based on conceptual deliberations, case studies, success stories, role plays and group exercises/discussions will be used for knowledge sharing.

2. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, NBFCs, Corporations, Labour Unions/Associations, Societies, Central public Information Officers (CPIO's), State Public Information Officers (SPIO's), Assistant Public Information Officers (APIO's), Appellate Authority, HR Managers, Personnel Manager, Administrative Officers and other related officers.

3. FACULTY

The faculties for the training programme will be comprise of senior NCSTD Experts & renowned and experienced Trainers from the respective field of administration practicenor and academic discipline.

4. PROGRAMME FEE

Programme Fee	Programme fee for • residential Single Sharing participant ₹ 56,600/- + 18% GST • residential Single Sharing participant 48,600/- + 18% GST Per Participant	Programme fee for non-residential participant 36,600/- + 18% GST per Participant
For Residential Participants	Check-in at Hotel- Tuesday afternoon Check-out from Hotel – Friday Forenoon	

5. Residential Participation Framework

For participants opting for full boarding and lodging arrangements:

- Hotel Tier: All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- Duration of Stay: Standard accommodation is strictly capped at 3 Nights. / 4 Days
- Pre-Programme Check-in: Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.
- Post-Programme Check-out: Participants must check out one (1) day after the formal conclusion of the program.
- Package Boarding Inclusions: The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- Incidental Charges: Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

6. Non-Residential Participation Framework

For local participants or those arranging their own lodging:

- Fee Structure: ₹36,600 + 18% GST per individual participant.
- Inclusions: This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

7. PAYMENT DETAILS

All payments must be processed securely via electronic bank transfer (RTGS or NEFT),

Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.

Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

8. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following E-mail address:

Plot No.- 102, 52A,V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.
Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654
E-Mail: -info@ncstd.in, infoncstd@gmail.com, Website:-www.ncstd.in

- Last date for receiving of nominations is one (1) week prior to the scheduled start date of the chosen programme.





REGISTRATION APPLICATION FORM

Executive Development Program

Date:	
Topic:	
Venue:	

Participant Details

Name:	
Designation:	
Organization / Department:	
Office Address:	

City:		Pin:		State:	
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Tel. (Off):		Tel. (Res):	
Fax:		Mobile No.:	
E-mail:			

Nomination Status

☐ Residential ☐ Non-Residential

Date: _____ Signature: _____
Place: _____

(Photocopies of this form may be used for additional delegates.)

GST Status

☐ Organization is GST Exempted ☐ Organization is Not GST Exempted

For Organisations Not Availing GST Exemption and Having GST Registration

GST No. (Mandatory):	
Organisation PAN No. (Optional):	
Organisation TAN No. (Mandatory on TDS deduction):	

Kindly provide the GST number of the organisation in whose name the GST invoice is to be issued.

Signature: _____ Date: _____ Place: _____

Self Declaration on GST Exemption (Optional)

As per GST Notification No. 9/2017 – Integrated Tax (Rate) dated 28.06.2017, Serial No. 75 under Heading 9992 (Page No. 19 of the notification), GST exemption is available for services provided to the Central Government, State Government, or Union Territory Administration under training programmes where the entire expenditure is borne by the respective Government authority.

- I/We hereby declare that our organization fulfills all applicable conditions mentioned in the above notification and is eligible to claim GST exemption for the training programme referred to above.
- I/We understand and agree that if at any stage it is found that the exemption conditions were not met, GST along with applicable interest and penalties, if any, may be recovered by NCSTD on behalf of the GST authorities.
- I/We further confirm that it is the sole responsibility of the participant organization to assess and verify its eligibility for availing GST exemption. NCSTD shall not be responsible for validating such eligibility.
- I/We certify that the information provided above is true, correct, and complete to the best of our knowledge and belief.

Declaration

***I certify that the above information is correct.**

Signature: _____ Date: _____ Place: _____

9. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ NCSTD shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NCSTD will not be liable for medical expenses incurred by the participants during the program.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NCSTD at any point of time.