



# National Council for Training & Social Research

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Ref. NO:- IH/let/66-15

New Delhi, the Dated : 13th May, 2015

To,

By Registered Speed Post/AD

The Director

Indian Institute of Spices Research

Kozhikode- 673012, Kerala

Subject:- In-house Training programs In Your State, India

Respected Sir,

**National Council for Training & Social Research (NCTSR)**, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

It is intimated to our good self that National Council for Training & Social Research (NCTSR), New Delhi have designed a in house training with excellent and experienced faculty ( well known in their fields internationally & nationally).

| S NO | Topics   | Venue                                      | Course Fee<br>Rs. Participants  |
|------|--|--|---|
| 1)   | "Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"   | Any Selected location in your state, India | INR ₹ 6,900/- for three days training program. Minimum batch size is of 40 Nos Participants.. |
| 2)   | "Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills" |  |   |

Course duration: Three days

Timings: 9.30 AM- 5.30 PM.

NCTSR shall take responsibility of all arrangement as appended below:-

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"

**THE NEED:-** RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, and making the Govt. and its functionaries more accountable and responsible.

A lot of publicity has been given to the RTI Act through Print and Electronic media to make the people aware of the scope and extent of this new right and all the more procedure for obtaining information.

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Awareness of this new enactment is necessary not-only for the ordinary citizen but also the functionaries of Public Authority. Who should familiarize themselves with the procedure for dealing with complaints from the information seekers records to be maintained the information exempt from disclosures, role of central and state information commission etc.

Keeping the above aspect in view i.e. (i) spreading the public awareness of the RTI and equipping the subordinates of Public Authority with the knowledge of procedure and requirements of RTI Act, this programme has been designed for the benefits of the participants.

PROGRAMME COVERAGE, Records Management, Right to information Act Constitutional provisions objectives etc., Right to information extent & coverage, Exemptions from disclosures, Procedure for obtaining information, Information related to Third Party, Public Authorities under the Act, functions and responsibilities, Role of Public Information office first Appellate Authority, Constitution of Central/State information commission-selection and terms & conditions of appointment or removal of its member, Role of Central Information Commission, Appeals, Complaints, Practical Problems in implementation, Case Studies/ Court Cases, Offence & Penalties.

"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills"

#### THE NEED

The field of Office Management has undergone a sea change in the past decade. The emphasis on transparency and the right to information has generated ever increasing expectation of the citizens from the Government Organizations. Coping up with changing environment and attitude of the citizens is one of the greatest challenges today. Ever increasing workload and its complexity calls for a higher level of efficiency and effectiveness of the supporting staff. This program has been designed accordingly to enhance professional capabilities and to bring in a change in the approach and attitude of the Private Secretaries, Personal Assistants and other staff members playing a supporting role to the decision makers.

#### PROGRAMME COVERAGE

Changing role of Personal Staff in the emerging socio-economic environment, Public Relations, Secretarial Etiquettes, Handling of Visitors and Telephone Calls.

Office Procedure including-, Filing System, Noting & Drafting, Records Management, Checks on Delays, Simplification of work & procedures

- Stress & Stress Management, Motivation, Team Building, Self Development, Mind & Attitude, Time Management, Group Dynamics, Interpersonal Relationship

The participants will be issued course material during the courses.

Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

Payment: In advance or before commencement of training program through bank draft in favor of "National Council Training & Social Research" payable at New Delhi.

*For more details visit our website [www.nctsr.Com](http://www.nctsr.Com) and Contact at Mobile No +91-9911295435*

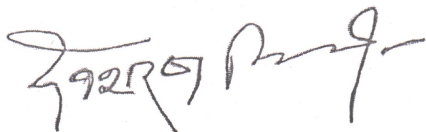
*Email:- [office@nctsr.in](mailto:office@nctsr.in), [info@nctsr.in](mailto:info@nctsr.in)*

We hope that you will find the above in order and incase you need any more details or clarification kindly revert.

Thanking You,

Yours Truly,

**For National Council for Training & Social Research**



SR. Manager (TRG)