

Fwd: DPC Residential Training Programme at Port Blair

From : Shri Vijay Kumar Dev <csdelhi@nic.in>

Subject : Fwd: DPC Residential Training Programme at Port Blair

To : S. B. Deepak Kumar <secservices@nic.in>



Tue, Dec 14, 2021 03:49 PM
2 attachments

15/12

From: "astolg.delhi" <astolg.delhi@nic.in>

To: "Shri Vijay Kumar Dev" <csdelhi@nic.in>, "Anoop Thakur" <pstolg.delhi@nic.in>, dsdglg70@gmail.com, dsdglg70@gmail.com,

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Sent: Tuesday, December 14, 2021 1:12:30 PM

Subject: Fwd: DPC Residential Training Programme at Port Blair

SS (Services) - I

15/12/21
DS-II

15/12/21
SD(CN)

From: "skchauhan dpc" <skchauhan.dpc@gmail.com>

To: "Dr.Poonam Malakondaiah I A S" <prlsecy_agr@ap.gov.in>, "Special Chief Secretary Higher Education Dept. Govt. of Andhra Pradesh" <prlsecy_he@ap.gov.in>, "min bhtex" <min_bhtex@ap.gov.in>, "peshi housing" <peshi.housing@yahoo.com>, "prlsecy rb" <prlsecy_rb@ap.gov.in>, "Kolaventy Sunitha" <secy_budget@ap.gov.in>, "peshi-it-pr@ap.gov.in, specialsecretaryefst@gmail.com, "Minister Mines" <min-mines@ap.gov.in>, "min maud" <min_maud@ap.gov.in>, "ps cm" <ps_cm@ap.gov.in>, "pfspeshi@gmail.com, "Anil Kumar Singhal, IAS" <prlsecy_hmf@ap.gov.in>, "min frst" <min_frst@ap.gov.in>, "Commissioner Civil Supplies" <prlsecy_ahf@ap.gov.in>, "Special Chief Secretary YATC" <secy_trsm@ap.gov.in>, "jtsecyproto@gmail.com, <commr_cs@ap.gov.in>, "ShriA.V. 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16/12/21

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nday, December 13, 2021 4:21:12 PM
DPC Residential Training Programme at Port Blair

41210 367 367

Sir/Madam,

Delhi Productivity Council (DPC) is a non-profit making autonomous Techno-Managerial organization, was established in 1959 and is affiliated with National Productivity Council (under Ministry of Commerce & Industry, Govt. of India) and the Delhi Administration, Govt. of N.C.T. of Delhi for promoting productivity culture in Industrial as well as Service Organizations in India, through training & consultancy services, apart from organizing residential, non-residential as well as in-company programs.

We are pleased to inform you that DPC is organizing the Two Residential Management Development Training Program at Port Blair to be held in the month of **January & February 2022**. Details of the Training programs (Brochure enclosed) are as under -

1. **MDP Residential Training Program on "RTI, Act Implementation Problem, Issues and Challenges and CICSIC Judgment" from 28th January to 1st February 2022**
2. **MDP Residential Training Program on "Art of Managing People" from 1st to 5th February 2022**

You are requested to kindly go through the above brochures and send us nominations

Please feel free to contact the undersigned for any clarifications.

Assuring you of our best services.

With kind regards

Yours sincerely,

Jyoti Bhardwaj
Training Officer
Delhi Productivity Council
#8587802227
Delhi Productivity Council
8587802227 / 9818663122

Sanjeev Bhardwaj
Asst. Director (Trg.)
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- **01 RTI, Act Implementation Problem, Issues and Challenges and CIC, SIC Judgement.pdf**
406 KB
- **02 Art of Managing People Covering Letter.pdf**
282 KB



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)
Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.
Tel. No. 011-45575733, 45575734, Website:- www.delhiproductivitycouncil.com
E-mail – dpcim1984@gmail.com, dpctraining2020@gmail.com,

Ref. No. DPC/Trg./2021-22/

8th December 2021

Head of Vigilance / HR / Training / Personnel / Admin Departments

Subject: Management Development Programme on “RTI Act, Implementation, Problem, Issues and Challenges and CIC / SIC Judgement” from 28th January to 1st February 2022 at Port Blair.

(Check-in – 28th January 2022 at 11.00 am & Check-out – 1st February 2022 at 10.00 am)

Dear Sir/Madam,

We have a great pleasure in informing you that DPC is organizing a Management Development Programme on “RTI Act, Implementation, Problem, Issues and Challenges and CIC / SIC Judgement” from 28th January to 1st February 2022 at Port Blair (A&N).

Delhi Productivity Council (DPC) is a **non-profit** making autonomous **Techno-Managerial organization**, was established in 1959 and is **affiliated** with **National Productivity Council (under Ministry of Commerce & Industry, Govt. of India)** and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in Industrial as well as Service Organizations in India. DPC is engaged in providing training and consultancy to wide variety of organizations in the areas of Productivity, Quality, Safety, Management effectiveness and Organizational effectiveness for almost six decades in India.

Right of Information is a facet of the freedom of “Speech and expressions” as contained in Article 19(1)(a) of the constitution. On 15th June 2005, Right to Information Act has got the assent of President of India. A person of the country has a right to know every public act, everything that is done in a public way by their public functionaries.

The aim of the programme is to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act. The programme will focus on effective dealing with RTI application.

LEVEL OF PARTICIPANTS

The Programme is meant for employees across all levels (Junior, Middle, & Senior), Executive, Managers, Officer, Engineers, Under Secretaries, Section Officers from Vigilance, Administration, Finance, Security, Projects, HR, Purchase, Commercial, Personnel departments and others of Central & State Government, Public, Private sector undertakings, Union Territories & Nationalized Banks & Financial Institutions who are directly involved with prevention of corruption and keeping the organization clean of corrupt elements

We are confident that your esteemed organization would like to take advantage of learning event and sponsored couple of participants from different verticals. Kindly send us the nomination(s) alongwith the participation fee in advance before commencing the programme for making necessary arrangement.

Thanking you in advance for your prompt response.

Yours faithfully,

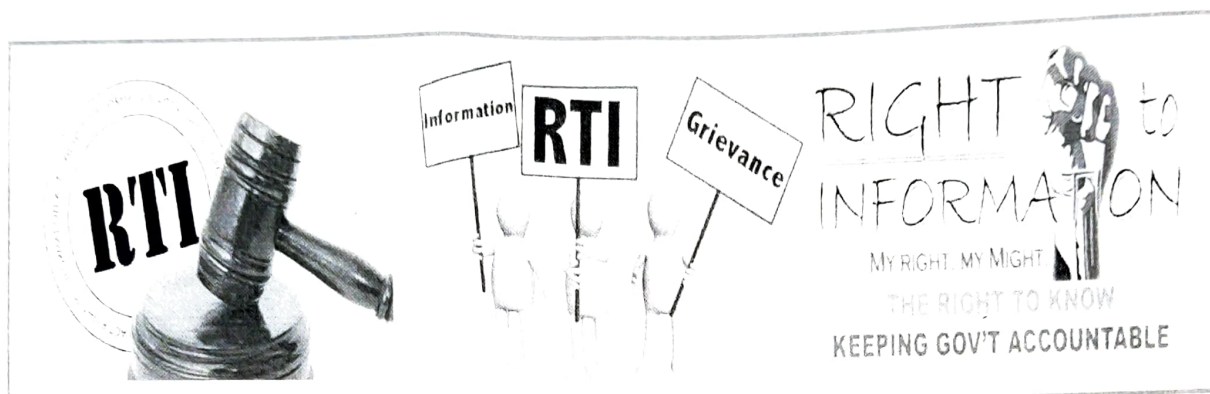
(Sanjeev Bhardwaj)
Assistant Director
#9818663122/8587802227

Encl: Programme Brochure

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ABOUT DE
Delhi

MANAGEMENT DEVELOPMENT PROGRAMME ON



RTI, Act Implementation Problem, Issues and Challenges and CIC/SIC Judgement

From

28th January to 1st February 2022

At

Port Blair (A&N)



ORGANISED BY

DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area,

Sector 9, Dwarka, New Delhi - 110077

Tel.: 011-45575733-34, M:- 9818663122, 8587802227

E-mail: dpcim1984@gmail.com, dpctraining2020@gmail.com

Website:- www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-profit making autonomous Techno-Managerial organization, was established in 1959 and is affiliated with National Productivity Council (under Ministry of Commerce & Industry, Govt. of India) and the Delhi Administration, Govt. of N.C.T. of Delhi for promoting productivity culture in Industrial as well as Service Organizations in India. DPC is engaged in providing training and consultancy to wide variety of organizations in the areas of Productivity, Quality, Safety, Management effectiveness and Organizational effectiveness for almost six decades in India.

ABOUT THE PROGRAMME

Right of Information is a facet of the freedom of "speech and expressions" as contained in Article 19(1)(a) of the constitution. Right of the Information, thus, indisputably is a right of freedom of speech and expression guaranteed by Article 19 (1) (a) of the constitution. The people of this country have a right to know every public act, everything that is done in a public way, by their public functionaries. On 15th June 2005, Right to Information Act has got the assent of President of India.

As the Right to Information 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 training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act. The programme will focus on effective dealing with RTI applications.

CONTENTS

- a. Introduction to Right to information Act.
- b. Role of Organization in Implementing the Act.
- c. Methodology for Implementation of the Act.
- d. How to deal with RTI Applications.
- e. Roles and responsibilities of Public Information officer.
- f. Powers and functions of Information Commission.
- g. Disposal of request for information.
- h. The interlinkages of RTI Act with others 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.
- i. Important judgments of Central Information and different state commissions.
- j. Problems, issues and challenges pertaining to RTI Act.
- k. Case studies and Panel discussions.

PARTICIPANTS

The Programme is meant for employees across all levels (Junior, Middle, & Senior), Executive, Managers, Officer, Engineers, Under Secretaries, Section Officers from Vigilance, Administration, Finance, Security, Projects, HR, Purchase, Commercial, Personnel departments and others of Central & State Government, Public, Private sector undertakings, Union Territories & Nationalized Banks & Financial Institutions who are directly involved with prevention of corruption and keeping the organization clean of corrupt elements.

VENUE, DATE & TIME

Venue :- Port Blair (A&N)	DATE:- 28 th January to 1 st February 2022
	Check-in: 11 a.m. on 28 th January 2022
	Check-out: 10 a.m. on 1 st February 2022

PROGRAMME FEE

Participant Programme fee	Residential		Non-Residential		Early Bird Discount Per Participant ** (Rs.)
	Fee Per Participant (Rs.)	Per Participant Fee for 3 or more participants (Rs.)	Fee Per Participant (Rs.)	Per Participant Fee for 3 or more Participants (Rs.)	
DPC Members	56000/-	53000/-	47500/-	44000/-	1000/-
Non- Members	58000/-	55000/-	49500/-	46000/-	1000/-

* GST extra currently @ 18%.

** Early Bird Discount is applicable only if nominations are received in our office on or before 17th January 2022 alongwith 100% programme fee as applicable.

Note:- The early bird discount can be claimed in all cases provided the conditions of early bird discount are fulfill as above.

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), break-fast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- For spouse of the participant Rs. 1800/-** per day all-inclusive is payable directly to the hotel.
- For Check-in before and check-out after the programme dates the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION

Please register the name(s) of the participant(s) on dpcim1984@gmail.com/dpctraining2020@gmail.com and send the Registration Form by e-mail alongwith payment as per the following.

Bank details for RTGS/NEFT: Bank Name: Punjab National Bank Branch: Dwarka, Sector -10 New Delhi – 110075 A/c No: 1502002100002418 A/c Type: Current A/c IFSC: PUNB0444700 MICR: 110024244	For Correspondence: Delhi Productivity Council (Training Vertical) C/o DPC Institute of Management. Plot No.-2, Institutional Area, Sector-9, Dwarka, New Delhi - 110077 Tel: 011 – 45575733-34, Mob: 9818663122 / 8587802227 E-mail dpctraining2020@gmail.com/dpcim1984@gmail.com Website: www.delhiproductivitycouncil.com Contact Person – Mr. Sanjeev / Ms. Jyoti
GSTIN: 07AAATD0844P1ZJ	PAN: AAATD0844P

The fee in all cases should be remitted before the commencement of the programme by Bank Draft/Cheque/RTGS/NEFT in favour of **Delhi Productivity Council** payable at New Delhi.

Participation fee is non-refundable once nomination is confirmed. However, substitution can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation/ postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programmes.

For best outcome we intend to limit programme intake to 25 participants and therefore request you to send in your nominations at the earliest and to take benefit of the Early Bird discount.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)
Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.
Tel. No. 011-45575733, 45575734, Website:- www.delhiproductivitycouncil.com
E-mail – dpcim1984@gmail.com, dpctraining2020@gmail.com,

Ref. No. DPC/Trg./2021-22/

8th December 2021

Head of Vigilance / HR / Training / Personnel / Admin Departments

Subject: Management Development Programme on “Art of Managing People” from 1st February to 5th February 2022 at Port Blair.

(Check-in – 1st February 2022 at 11.00 am & Check-out – 5th February 2022 at 10.00 am)

Dear Sir/Madam,

We have a great pleasure in informing you that DPC is organizing a Management Development Programme on “Art of Managing People” from 1st February 2022 to 5th February 2022 at Port Blair (A&N).

Delhi Productivity Council (DPC) is a **non-profit** making autonomous **Techno-Managerial organization**, was established in 1959 and is **affiliated** with **National Productivity Council (under Ministry of Commerce & Industry, Govt. of India)** and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in Industrial as well as Service Organizations in India. DPC is engaged in providing training and consultancy to wide variety of organizations in the areas of Productivity, Quality, Safety, Management effectiveness and Organizational effectiveness for almost six decades in India.

Managing people is a great challenge in business and always seen as an art that people master with experience. People not only come in all shapes and sizes, but they come with different personality types as well and bringing along variety of values and belief systems. However, people are indeed an important asset in an organization who would build or determine the productivity rate and thus the “**health check**” of the organization. Your results as a Manager/Leader depend on other people. As such, it's critical that you learn how to recognize what drives the people with whom you work.

In addition, participant will also understand how different personalities work and a wider range of skills can be transformed into building more effective working relationships. This programme is meant to provide managers/leader with the fundamental knowledge and skills they would need to lead their teams well in a globally connected, fast-paced environment full of changes and challenges for new managers today whilst able to achieve lasting and positive change.

LEVEL OF PARTICIPANTS

The Programme is meant for employees across all levels (Junior, Middle, & Senior), Executive, Managers, Officer, Engineers, Under Secretaries, Section Officers Administration, Finance, Security, Projects, HR, Purchase, Commercial, Personnel departments and others of Central & State Government, Public, Private sector undertakings, Union Territories & Nationalized Banks, etc.

We are confident that your esteemed organization would like to take advantage of learning event and sponsored couple of participants from different verticals. Kindly send us the nomination(s) alongwith the participation fee at the earliest.

Thanking you in advance for your prompt response.

Yours faithfully,

(Sanjeev Bhardwaj)

Assistant Director

#9818663122/8587802227

Encl: Programme Brochure

MANAGEMENT DEVELOPMENT PROGRAMME ON

*Managing, supervising, being a leader is
the hardest job in the world!*



ART OF MANAGING PEOPLE

From

1st February – 5th February 2022

At

Port Blair (A&N)



ORGANISED BY

DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area,
Sector 9, Dwarka, New Delhi – 110077

Tel.: 011-45575733-34, Mob: 9818663122, 8587802227

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ABOUT THE PROGRAMME

Managing people is a great challenge in business and always seen as an art that people master with experience. People not only come in all shapes and sizes, but they come with different personality types as well and bringing along variety of values and belief systems. In short, they behave and exhibit different behavioral styles.

However, people are indeed an important asset in an organization who would build or determine the productivity rate and thus the “**health check**” of the organization. Your results as a manager/leader depend on other people. As such, it's critical that you learn how to recognize what drives the people with whom you work. In addition, participant will understand how different personalities work and a wider range of skills can be transformed into building more effective working relationships.

This programme is meant to provide new people managers with the fundamental knowledge and skills they would need to lead their teams well in a globally connected, fast-paced environment full of changes and challenges for new managers today whilst able to achieve lasting and positive change.

This program is designed and customized to the organization need and focus on the participants' experiences and provide opportunities for them to further develop their understanding of management and effective communication within a team.

Apart from classroom learning, the programme also enables experiential learning through interaction with local community as well as to understand the local demographics across India.

CONTENTS

• INTRODUCTION

- Ice Breaking Activities
- Company's Vision, Mission, Values and Culture
- Knowing Your Role to the Service, Organization and Environment
- Program Objectives

• ROLE AS A MANAGER

- Understanding Definitions
- Managing People
- Managing vs Leading
- Outlining the scope of your new management role
- Work Habits
- Basic Skills in Managing
- Basic People Skills
- Managing the transition from individual contributor to manager
- Planning and organizing your time (email, running effective meetings, project management)
- 5 Reasons Why Managing People Effectively is a CHALLENGE
- Managing performance (measuring and evaluating performance, giving feedback)

• COMMUNICATING FOR RESULTS

- Understand the fundamentals of Effective Communication
- Impact on Communications
- Barriers of Communication
- Manage Perceptions
- Improve Communication – “C.A.P. E.” Method
- Dimensions of Behavior
- Personality Profiles – MBTI Personal Profiling

• INTERPERSONAL SKILLS – THE GLUE

- What and Why Interpersonal Skills Crucial?
- Basic Elements of Interpersonal Skills
- Develop Trust
- Giving and Receiving Feedbacks
- Seek to Understand then to be Understood
- Secret Recipe to Build Interpersonal Skills – “C.O.R.E.”

PARTICIPANTS

The Programme is meant for employees across all levels (Junior, Middle, & Senior), Executive, Managers, Officer, Engineers, Under Secretaries, Section Officers Administration, Finance, Security, Projects, HR, Purchase, Commercial, Personnel departments and others of Central & State Government, Public, Private sector undertakings, Union Territories & Nationalized Banks who are directly involved with prevention of corruption and keeping the organization clean of corrupt elements.

VENUE, DATE & TIME

VENUE: Port Blair (A&N)	DATE: 1st February to 5th February 2022 Check-in: 11 a.m. on 1st February 2022 Check-out: 10 a.m. on 5th February 2022
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ACILITIES & SERVICES

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