

No.42/03/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 21th September, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Residential Leadership Development Programme for Organizational Productivity Enhancement, during 16-20 Oct, 2023 Udaipur Rajasthan.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 15.09.2023 received from the Regional Director, National Productivity Council, (Under Ministry of Commerce & Industry, Govt. of India) 5-6 Institutional Area Lodi Road, New Delhi- 110003 has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,

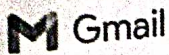
Bun Ram
21/09/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 21th September, 2023

A copy is forwarded to the Regional Director, National Productivity Council, (Under Ministry of Commerce & Industry, Govt. of India) 5-6 Institutional Area Lodi Road, New Delhi- 110003 w.r.t his Email letter dated 08.09.2023 for information

Bun Ram
21/09/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.



Fwd: Call for Nomination: Residential Leadership Development Programme for Organizational Productivity Enhancement, during 16-20 Oct 2023 Udaipur Rajasthan

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Training Branch

Diary No. 123530

Dated 15/09/2023

15/09/2023
JTG

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>

Sent: Wednesday, September 13, 2023 9:51:46 PM
Subject: Fwd: Call for Nomination: Residential Leadership Development Programme for Organizational Productivity Enhancement, during 16-20 Oct 2023 Udaipur Rajasthan

From: "bajrang la" <bajrang.lal@npcindia.gov.in>
To: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>

Sent: Thursday, September 14, 2023 10:13:55 AM
Subject: Call for Nomination: Residential Leadership Development Programme for Organizational Productivity Enhancement, during 16-20 Oct 2023 Udaipur Rajasthan

Chief Secretary

Govt. of Haryana

Govt. of Haryana

Haryana

Subject – Call for Nomination: Residential Leadership Development Programme for Organizational Productivity Enhancement, during 16-20 Oct 2023 U

Respected Madam/Sir,
National Productivity Council (NPC), Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt of India is a productivity improvement in India.

NPC Jaipur office scheduled to be organized a five-day **Residential Training Program on Leadership Development Program for Organizational Productivity Enhancement, during 16-20 Oct 2023 Udaipur Rajasthan**. The program would be the focus on changing the need of development leadership, handling timeline, stress, pressure, work-life balance, improving efficiency while managing organization.

The program expected to sharpen the skillsets of participants in leadership management aspect are important for organisation management so that one can efficiently contribute to the productivity of the organization. The program would be the focus on changing the need of development leadership, handling timeline, stress, pressure, work-life balance, improving efficiency while managing organization.

It is expected to build competencies and capabilities among diverse backgrounds of the official from both central and state government/organization/academic/association, Academic etc. who are directly or indirectly dealt with administration and management.

NPC Jaipur would like to request that you nominate 2-5 officials from your organization/department so that diverse background could benefit through infractions. your organization for wider participation.

Your early response and a line of confirmation in these regards would be highly appreciated.

Enclosed –A/a:



National Productivity Council

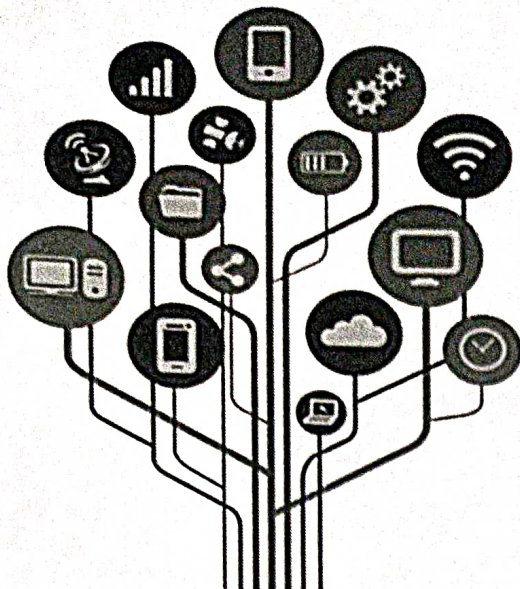
***Training Programme
on***

***Leadership Development Programme for
Organisational Productivity Enhancement***

PROGRAMME CODE: (TF/23-24/05)

16th-20th Oct 2023

(Udaipur)



1. ABOUT NPC

National Productivity Council (NPC) under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt productivity research, training, and consultancy services in India. It has an expertise resource base of professionals from fields such as Agriculture, Economic Management, Training, Energy, Environment, IT, Project Monitoring and Evaluation, and Research NPC extends services from its headquarter at New Delhi and by more than 150 full time professionals. NPC is undertaking a national level productivity capacity/awareness programme as an integral part of its activities and improvement in various sectors including public administration, governance, service and infrastructure sector.

2. PROGRAMME THEME

Organisation cannot do business with yesterday's methods and be in business tomorrow. Having the technical skills to get the job done isn't enough to be important people management skills, a team may suffer low morale and a lack of motivation. The patterns keep changing as the situation with the types of change achieve results so that people will continue to contribute to the organisation. And that's why leadership and managerial skill sets are extremely important part of effectively. NPC has designed a condensed course on "Leadership Development Programme for Organisational Productivity Enhancement" to upgrade knowledge organizations.

3. LEARNING OBJECTIVES

The objective of the training programme is to impart knowledge and sharpen the skills of participants so that they can perform better in their roles as leaders based on the understanding of group behaviours and how a cohesive team could be built. The rationale behind this endeavour is to enable the participants understand how performing good team

4. BROAD PROGRAMME COVERAGE

- Leadership: Types, Skills & Styles
- Managerial and administrative aspect of Leaders
- Managing Stress and Time
- Team building and Problem-Solving Skill & Design Thinking
- Organisational and Personal Conflict, and Conflict Management
- Improvement Productivity and creating performing organisation

5. METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories

6. PARTICIPANTS' PROFILE

All level of Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings (PSEs) Private Sector Units, Co-operative autonomous institutions, NBFCs, Corporations, Labor Unions/Associations.

7. FACULTY

The faculties' for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field academic and

8. PROGRAMME FEE & VENUE

Programme Date & Code	Oct 16-20, 2023, TP/23-24/65	
Program Venue	Udaipur	
Programme Fee	Residential Participants	
	₹ 55500/- + 18% GST	
For Residential Participants	Check-in at hotel: 16/10/2023 at 11.00 am Check-out from Hotel: 20/10/2023 at 11.00 am early check-in is subject to availability of room at hotel	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

The Cheque/DD should be drawn in the favour of "National Productivity Council" payable at Jaipur. Or ECS/NEFT/IMPS to Bank Name: State Bank of India 302004,

Bank Account No.: 40084592614, IFCS/RTGS/NEFT Code: SBIN0031477, MICR Code: 302002118, PAN No. AAATN0402F, TAN No.:0099B GST No.: Participant/ Organization Name" in transaction comments for ease of tracking).

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration.

10. HOW TO APPLY

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

Regional Director

National Productivity Council

SB-96 JLN Marg Bapu Nagar

Jaipur 203015

Email: bajrang.lal@npcindia.gov.in

Tel: 0141-2703573, 8447469855

➤ Last date for Receiving of nominations: 10th Oct 2023

11. 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 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.
- ❖ Each participant should carry their ID card and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall manage their own travel arrangements.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange their own accommodation.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding 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 NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL

5-6 Institutional Area, Lodhi Road, New Delhi – 110003

jaipur@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID
1				
2				
3				

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

GSTN:

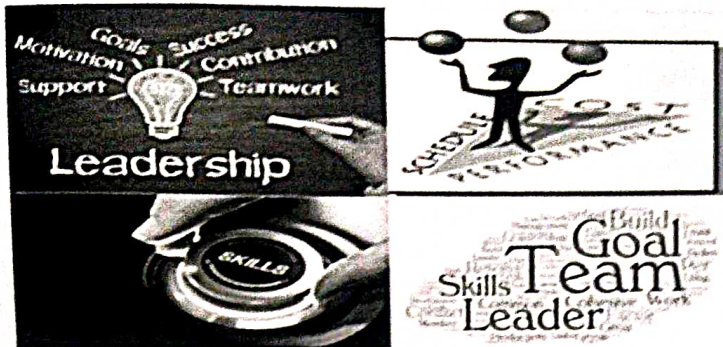
Signature

Details of Proof of payment of Programme fee (RTGS / NEFT)

Payment Particulars - ECS Payment Details:

- State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur-302004, Bank Account No.: 40084592614, IFCS/RTGS/NEFT Code: SBIN0031477, MICR Code: 302002118,
- PAN No. AAATN0402F, TAN No.:0099B GST No.:08AAATN0402F1Z6
 - In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.
 - DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
 - Programme Fees per Participant plus GST to be paid in advance or receipt of invoice

Leadership Development Programme for Organisational Productivity Enhancement



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi - 110003

Tel: +91-11-24607319

npctraining@npcindia.gov.in

5 attachments

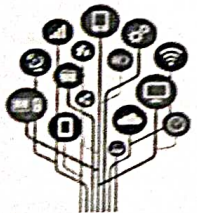


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