

**No.42/03/2023-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT**

Dated, Chandigarh the 29th September, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject:- Training Programmes scheduled in 2023-24 (From November 2023 to February 2024) at Goa .

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter dated 25.09.2023 received from Dr. Arundhati Chatopadhyay Regional Director, 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 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,

Bunish Rawat 29/9/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2023-5Trg.

Dated, Chandigarh the 29th September, 2023.

A copy is forwarded to Dr. Arundhati Chatopadhyay Regional Director, 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 w.r.t his Email letter dated 25.09.2023 for information.

Bunish Rawat 29/9/2023
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana

Request for nomination of participants for the Training Programmes scheduled in 2023-24 (From November 2023 To February 2024) at Goa by National Productivity Council, Mumbai.

1 message

RD Mumbai Mumbai <mumbai@npcindia.gov.in>

25 September 2023 at 16:37

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

Cc: branchtrg@gmail.com, Anup Singh <anup.singh-hry@hry.gov.in>, Kadam Gaurav Ramdas <kg.ramdas@npcindia.gov.in>

Training Branch

Dear Madam / Sir (s)

Diary No. 128539

Dated 26/09/2023

26.09.2023
3Ty.

We are glad to inform you that National Productivity Council (Under Ministry of Commerce & Industry, Govt. of India) is organizing following training programmes to be conducted at Goa in 2023-24 (from October 2023 to February 2024):

National Productivity Council, RD Mumbai Training Program Calendar 2023-24 to be conducted at Goa				
Sr. No.	Programme Code	Topic	Dates	Participant Level
1	TP/23-24/69	AtmaNirbhar through Lean Practices	06 – 10 November 2023	All levels
2	TP/23-24/79	Advance Course on Effective Digital Office Management	20 – 24 November 2023	All levels
3	TP/23-24/85	Quality Control Tools for Organizational Problem Solving	11 – 15 December 2023	All levels
4	TP/23-24/97	Stress Management – Unleash the power within for achieving Organisational Goal	18 – 22 December 2023	All levels
5	TP/23-24/103	AtmaNirbhar through Lean Practices	08 – 12 January 2024	All levels
6	TP/23-24/122	Stress Management – Unleash the power within for achieving Organisational Goal	19 – 23 February 2024	All levels
Program Fee excluding taxes:				
INR 55,000/- for Residential Participants				
INR 39,500/- for Non-residential Participants				

We request you to kindly nominate participants from your esteemed organisation for the training programmes.

We hope this being a subject of common interest in the area of enhancing Employees Skill and work place Productivity would receive your utmost attention.

We are attaching brochures of all the above programs for your ready reference.

We look forward to a fruitful association.

Thanking You,

With regards,

Dr. Arundhati Chattopadhyay
Regional Director

Enclosure: Programme Brochures

7 attachments

-  Letter for all Training Programme - 25.09.23.pdf
124K
-  10. Brochure - TP 122 Stress Management.pdf
536K
-  9. Final Brochure - Atma Nirbhar through Lean Practices (08 to 12 Jan. 2024).pdf
545K
-  8. Final Brochure - TP 97 Stress Management.pdf
536K
-  7. Final Brochure -Quality Control Tools for Organizational Problem Solving.pdf
558K
-  6. Final Brochure - Advance Course on Effective Digital Office Management.pdf
509K
-  5. Final Brochure - Atma Nirbhar through Lean Practices (06 to 10 Nov 2023).pdf
544K

No. NPC/MUM/TP/23-24

Dt.: 25.09.2023

Sub: Request for nomination of participants for the Training Programmes scheduled in 2023-24 (From November 2023 To February 2024) at Goa by National Productivity Council, Mumbai.

Dear Madam / Sir (s)

We are glad to inform you that National Productivity Council (Under Ministry of Commerce & Industry, Govt. of India) is organizing following training programmes to be conducted at Goa in 2023-24 (from October 2023 to February 2024):

National Productivity Council, RD Mumbai Training Program Calendar 2023-24 to be conducted at Goa				
Sr. No.	Programme Code	Topic	Dates	Participant Level
1	TP/23-24/69	AtmaNirbhar through Lean Practices	06 – 10 November 2023	All levels
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5	TP/23-24/103	AtmaNirbhar through Lean Practices	08 – 12 January 2024	All levels
6	TP/23-24/122	Stress Management – Unleash the power within for achieving Organisational Goal	19 – 23 February 2024	All levels

Program Fee excluding taxes:

INR 55,000/- for Residential Participants

INR 39,500/- for Non-residential Participants

Contd...2/-

We request you to kindly nominate participants from your esteemed organisation for the training programmes.

We hope this being a subject of common interest in the area of enhancing Employees Skill and work place Productivity would receive your utmost attention.

We are attaching brochures of all the above programs for your ready reference.

We look forward to a fruitful association.

Thanking You,

Yours Sincerely,



(Dr. Arundhati Chattopadhyay)
Regional Director

Enclosure:

1. Programme Brochures



National Productivity Council

Training Programme on Atmanirbhar Through Lean Practices

PROGRAMME CODE: TP/23-24/103

8th Jan.-12th Jan. 2024
(Goa)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

In this world of fierce competition, it's imperative for all organisations to enhance productivity with judicious use of resources, minimise wastages and efficiently manage the workplace. ***Lean Thinking is a philosophy***, a way of reducing unnecessary or non-value-added activities/processes to improve efficiency in the system, to ensure quality and on time delivery of products & services. Adoption of Lean practices helps organizations in strengthening the forward and backward linkages, achieving optimum utilisation of Space, Technology & People. Lean organizations not only attain workplace efficiency but also help employees in experience reduced level of stress and higher morale. Lean techniques can be practiced by organizations irrespective of their size or nature of work or type of business viz. manufacturing, financial organizations, offices, service organization, educational institutions, private and public organization of any size etc.

NPC with its vast experience and expertise in training has developed the program “**Atma Nirbhar Through Lean Practices**” so that participants with the newly acquired knowledge are motivated to achieve higher productivity, higher quality, higher safety and reduce costs. ***The program will train participants in understanding the concepts of Lean Techniques, practicing Lean at workplace and adopt lean philosophy as a way of life for Continuous Improvement in Organization's Journey towards realizing Self-Reliant India***

LEARNING OBJECTIVES

This training program prepares participants to:

- Understand workplace emerging trends and challenges
- Understanding and eliminating wastages
- Learn Lean Techniques
- Accepting Lean Thinking as a way of life
- Plan to implement Lean Techniques at Workplace
- Effectively Communicate at Workplace
- Practice Time and Stress Management Techniques
- Working in functional /inter disciplinary teams for achieving Organizational Goals
- Practice Lean for Continuous Improvement in Organization

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Lean Thinking as a way of life
- Identifying Value Added Activities and Non-Value-Added Activities
- Lean Concepts & Techniques, implementation framework in Workplace
- Communication using ICT & Developing a Positive Attitude
- Time and Stress Management
- Team Building and Teamwork

4. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

5. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

6. FACULTY

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

7. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/103	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST	Non-Residential Participants ₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at hotel - 12:00 P.M on 08.01.2024 Check-out from Hotel – 09:00 AM on 12.01.2024	

8. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8	

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 under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

9. HOW TO APPLY

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

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road , New Delhi – 110003
Tel: 011-24607319
Mobile: 8169039962
Email Id: npctraining@npcindia.gov.in ,

- **Last date for Receiving of nominations: 1st January 2024**

Note: Participants are requested to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

10. 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.
- ❖ 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, however, substitutions are allowed.
- ❖ 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 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 NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ 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 the same at their own cost.
- ❖ 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 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
npctraining@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	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- 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 NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

5S implementation is essential for the Lean Journey



NPC 5S Certification for Organization

SL. NO.	CATEGORY	SCORE OBTAINED
1	प्रदर्शक	99 % and above
2	उत्कृष्ट	90 % and above but less than 99%
3	श्रेष्ठ	80 % and above but less than 90%
4	उत्तम	70 % and above but less than 80%
5	प्रयत्नशैल	Less than 70% and above 50%

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

Mobile: 8169039962

npctraining@npcindia.gov.in



National Productivity Council

Training Programme on Advance Course on Effective Digital Office Management

PROGRAMME CODE: TP/23-24/79

20th Nov. - 24th Nov. 2023
(Goa)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The rapid transition from Legacy system to Digital office has necessitated organization to develop skill of its employees for smooth transition and stress-free adoption of new technology and systems. The digital office management embraces the knowledge and knowhow of organizations digital business transformation aligning with new technology and business processes to improve operational efficiency and meet organizational goals. It's imperative for all organisations to enhance productivity with judicious use of resources and efficient management of workplace.

NPC with its vast experience and expertise in training has developed the program “**Advance Course on Effective Digital Office Management**” to impart technological knowledge, enhance commitment & willingness among participants to resolve challenges pertaining to skills and mindset/approach for the effective digital office. The participants with the newly acquired knowledge will be motivated to adopt the new technology and system to achieve higher productivity, higher quality, higher safety and reduce costs. The program will enable organizations to resolve the challenges of digital office and processes to enhance total factor productivity of the organization.

LEARNING OBJECTIVES

This training program prepares participants to:

- Understand emerging trends of digital technology in workplace and its impact on productivity and growth.
- Learn to resolve issues & challenges for digital interventions in office.
- Implementing Digital workplace in Government
- Adapt to organisational change and the strategies for digital office.
- Effectively Communicate in office
- Working in functional /inter disciplinary teams for achieving Organizational Goals

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

- Productivity Improvement as a way of life
- Workplace Management – Space, Technology, People
- Digital office and Systems in Government
- Communication using ICT & Developing a Positive Attitude

- Stress and Time Management
- Work in Cross Functional Teams at Multi Location
- Importance of Cyber Security

4. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

5. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

6. FACULTY

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

7. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/79	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST	Non-Residential Participants ₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at Hotel – 12:00 P.M on 20 th November 2023 Check-out from Hotel – 11:00 AM on 24 th November 2023	

8. PAYMENT DETAILS

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

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

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 under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

9. HOW TO APPLY

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

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road
New Delhi – 110003
Tel: 011-24607319

Mobile: 8169039962

Email Id: npctraining@npcindia.gov.in, mumbai@npcindia.gov.in

- **Last date for Receiving of nominations: 13th November 2023**

Note: Participants are requested to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

10. 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.
- ❖ 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, however, substitutions are allowed.
- ❖ 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 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 NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ 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 the same at their own cost.
- ❖ 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 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
npctraining@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	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- 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 NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

Bharat 4.0-Digital Readiness Assessment Tool Developed by National Productivity Council



Bharat 4.0-Digital Readiness Assessment Tool has been conceptualized and developed by Centre of Excellence (CoE) on Industry 4.0, NPC (DPIIT, Ministry of Commerce & Industry, Govt. of India). The Tool can be used by the Industry(s)/SME(s) to assess the current level of digital readiness of the organisation in terms of five maturity levels expressed in terms of SMART (Starter, Managed, Adaptive, Realizer, Top-Notch). It also provides an overall assessment indicating the requirements/strategies to be adopted to transform to next level. The Tool is applicable to all companies, regardless of industry, size, profile, and I4.0 Maturity.

This tool uses a Digital Questionnaire Form which will be filled by interested user. After submitting the form, the User will receive his B4.0-Evaluation Report instantly on his/her email.

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

Mobile: **8169039962**

npctraining@npcindia.gov.in



National Productivity Council

Training Programme on Quality Control Tools for Organizational Problem Solving

PROGRAMME CODE: TP/23-24/85

11th Dec. to 15th Dec. 2023
(Goa)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Organizations large and small alike are still grappling with the pandemic and encountering multiple issues related to workplace management, adapting to digital systems, operations and logistics etc that are affecting their overall productivity. Many a times solutions may be simple but identifying the root cause of the problem is a challenge due to inadequate data and lack of knowledge regarding application of Quality Control (QC) tools. Application of QC tools help organizations to improve efficiency in the system, ensure quality and on time delivery of products & services, strengthen the forward and backward linkages, achieve optimum utilisation of Space, Technology & People. Through these organizations will not only attain workplace efficiency but also help employees in experience reduced level of stress and higher morale. Quality Control tools & techniques can be practiced by organizations irrespective of their size or nature of work or type of business viz. manufacturing, financial companies, offices, service organization, educational institutions, private and public organizations etc.

NPC with its vast experience and expertise in training has developed the program “**Quality Control Tools for Organizational Problem Solving**” so that participants with the newly acquired knowledge are motivated to achieve higher productivity, higher quality, higher safety and reduce costs. ***The program will train participants in understanding the concepts of Quality Control Tools & Techniques and Data Analysis, equip participants to apply QC Techniques for effectively resolving Organization’s problems. Thereby supporting the organization’s journey towards realizing Self-Reliant India.***

LEARNING OBJECTIVES

This training program prepares participants to:

- Understand Organizational Change and challenges
- Understand methodology for Data Collection and Analysis
- Learn Quality Control Tools & Techniques
- Plan to implement Quality Control Techniques for resolving problems
- Effectively Communicate at Workplace
- Practice Time and Stress Management Techniques
- Working in functional /inter disciplinary teams for achieving Organizational Goals
- Practice Continuous Improvement in Organization

BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Workplace Management – Space, Technology, People
- Organizational Data Analysis
- Identification of problem areas and method of exploring the Best possible solution
- Quality Control Tools & Techniques, implementation framework in Workplace
- Communication using ICT & Developing a Positive Attitude
- Teamwork for Organizational Problem Solving

3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

4. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

5. FACULTY

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

6. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/85	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST	Non-Residential Participants ₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at hotel - 12:00 P.M on 11 th December 2023 Check-out from Hotel – 11:00 AM on 15 th December 2023	

7. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8	

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8. HOW TO APPLY

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

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road , New Delhi – 110003
Tel: 011-24607319
Mobile: 8169039962
Email Id: npctraining@npcindia.gov.in ,

- **Last date for Receiving of nominations: 4th December 2023**

Note: Participants are requested to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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.
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- ❖ 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
npctraining@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	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- 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 NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

Bharat 4.0-Digital Readiness Assessment Tool Developed by National Productivity Council



Bharat 4.0-Digital Readiness Assessment Tool has been conceptualized and developed by Centre of Excellence (CoE) on Industry 4.0, NPC (DPIIT, Ministry of Commerce & Industry, Govt. of India). The Tool can be used by the Industry(s)/SME(s) to assess the current level of digital readiness of the organisation in terms of five maturity levels expressed in terms of SMART (Starter, Managed, Adaptive, Realizer, Top-Notch). It also provides an overall assessment indicating the requirements/strategies to be adopted to transform to next level. The Tool is applicable to all companies, regardless of industry, size, profile, and I4.0 Maturity.

This tool uses a Digital Questionnaire Form which will be filled by interested user. After submitting the form, the User will receive his B4.0-Evaluation Report instantly on his/her email.

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

Mobile: 8169039962

npctraining@npcindia.gov.in



National Productivity Council

Training Programme on

**Stress Management-Unleash the power within for
achieving Organizational Goal**

PROGRAMME CODE: TP/23-24/122

19th Feb. – 23rd Feb. 2024

(Goa)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Stress is omnipresent in daily life. Every human being, irrespective of age or socio-professional status gets subjected to stress of varying degrees. Modern day stress is arising out of both professional and personal demands.

Organizations large and small alike are still grappling with the pandemic and employees are encountering exacerbated physical and mental stress that are affecting thoughts, feelings, behaviour and productivity. Thus, improving workplace wellness has become essential to boost productivity. To help individuals and organizations to manage stress, NPC with its vast experience and expertise in training has developed the program **“Stress Management-Unleash the power within for achieving Organizational Goal”**.

This programme has been designed to analyze the stressors and how to eliminate those from the modern-day life. The training program would help participants to reduce workplace stress, improve interpersonal relationships, reduce conflicts, reduce sickness absenteeism and thereby improve organizational productivity.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- Mitigate Stress for achieving organizational Goal.
- Understand source of stress and effect of uncontrolled stress
- Ways to reduce stress and boost productivity
- Unleash the power within to have work-life balance

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Stress and its sources
- Difference between Stress and Anxiety
- Stress Management strategies and techniques
- Planning and Goal Setting for boosting productivity
- Managing time to reduce stress
- Work-Life Balance

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/122	
Program Venue	Goa	
Programme Fee	Residential Participants	Non-Residential Participants
	₹ 55,000/- + 18% GST	₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at hotel - 12:00 P.M on 19.02.2024 Check-out from Hotel – 09:00 AM on 23.02.2024	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8	

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 under any training programme for which total expenditure is borne by 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:

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road
New Delhi – 110003

Tel: 011-24607319

Email Id: npctraining@npcindia.gov.in , mumbai@npcindia.gov.in

Contact Person: Shri Gaurav Kadam, Deputy Director, Mobile no: 8169039962

- **Last date for Receiving of nominations: 12th February 2024**
Note: Participants are requested to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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 nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
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APPLICATION FORM FOR NOMINATIONS

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Details of Nominating Authority:

Name:

Designation:

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Address

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Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- 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 NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



Source: <https://goa-tourism.com/>

National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

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mumbai@npcindia.gov.in



National Productivity Council

Training Programme on Atmanirbhar Through Lean Practices

PROGRAMME CODE: TP/23-24/69

6th Nov.-10th Nov. 2023
(Goa)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

In this world of fierce competition, it's imperative for all organisations to enhance productivity with judicious use of resources, minimise wastages and efficiently manage the workplace. ***Lean Thinking is a philosophy***, a way of reducing unnecessary or non-value-added activities/processes to improve efficiency in the system, to ensure quality and on time delivery of products & services. Adoption of Lean practices helps organizations in strengthening the forward and backward linkages, achieving optimum utilisation of Space, Technology & People. Lean organizations not only attain workplace efficiency but also help employees in experience reduced level of stress and higher morale. Lean techniques can be practiced by organizations irrespective of their size or nature of work or type of business viz. manufacturing, financial organizations, offices, service organization, educational institutions, private and public organization of any size etc.

NPC with its vast experience and expertise in training has developed the program “**Atma Nirbhar Through Lean Practices**” so that participants with the newly acquired knowledge are motivated to achieve higher productivity, higher quality, higher safety and reduce costs. ***The program will train participants in understanding the concepts of Lean Techniques, practicing Lean at workplace and adopt lean philosophy as a way of life for Continuous Improvement in Organization's Journey towards realizing Self-Reliant India***

LEARNING OBJECTIVES

This training program prepares participants to:

- Understand workplace emerging trends and challenges
- Understanding and eliminating wastages
- Learn Lean Techniques
- Accepting Lean Thinking as a way of life
- Plan to implement Lean Techniques at Workplace
- Effectively Communicate at Workplace
- Practice Time and Stress Management Techniques
- Working in functional /inter disciplinary teams for achieving Organizational Goals
- Practice Lean for Continuous Improvement in Organization

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Lean Thinking as a way of life
- Identifying Value Added Activities and Non-Value-Added Activities
- Lean Concepts & Techniques, implementation framework in Workplace
- Communication using ICT & Developing a Positive Attitude
- Time and Stress Management
- Team Building and Teamwork

4. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

5. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

6. FACULTY

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

7. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/69	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST	Non-Residential Participants ₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at hotel - 12:00 P.M on 6.11.2023 Check-out from Hotel – 09:00 AM on 10.11.2023	

8. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8	

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 under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

9. HOW TO APPLY

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

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road , New Delhi – 110003
Tel: 011-24607319
Mobile: 8169039962
Email Id: npctraining@npcindia.gov.in ,

- **Last date for Receiving of nominations: 30th October 2023**

Note: Participants are requested to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

10. GENERAL INSTRUCTIONS

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- ❖ 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.
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5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@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	Official Address for correspondence
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Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
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- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

5S implementation is essential for the Lean Journey



NPC 5S Certification for Organization

SL. NO.	CATEGORY	SCORE OBTAINED
1	प्रदर्शक	99 % and above
2	उत्कृष्ट	90 % and above but less than 99%
3	श्रेष्ठ	80 % and above but less than 90%
4	उत्तम	70 % and above but less than 80%
5	प्रयत्नशैल	Less than 70% and above 50%

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National Productivity Council

Training Programme on

**Stress Management-Unleash the power within for
achieving Organizational Goal**

PROGRAMME CODE: TP/23-24/122

19th Feb. – 23rd Feb. 2024

(Goa)



1. ABOUT NPC

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2. PROGRAMME THEME

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Organizations large and small alike are still grappling with the pandemic and employees are encountering exacerbated physical and mental stress that are affecting thoughts, feelings, behaviour and productivity. Thus, improving workplace wellness has become essential to boost productivity. To help individuals and organizations to manage stress, NPC with its vast experience and expertise in training has developed the program **“Stress Management-Unleash the power within for achieving Organizational Goal”**.

This programme has been designed to analyze the stressors and how to eliminate those from the modern-day life. The training program would help participants to reduce workplace stress, improve interpersonal relationships, reduce conflicts, reduce sickness absenteeism and thereby improve organizational productivity.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- Mitigate Stress for achieving organizational Goal.
- Understand source of stress and effect of uncontrolled stress
- Ways to reduce stress and boost productivity
- Unleash the power within to have work-life balance

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Stress and its sources
- Difference between Stress and Anxiety
- Stress Management strategies and techniques
- Planning and Goal Setting for boosting productivity
- Managing time to reduce stress
- Work-Life Balance

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

7. FACULTY

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8. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/122	
Program Venue	Goa	
Programme Fee	Residential Participants	Non-Residential Participants
	₹ 55,000/- + 18% GST	₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at hotel - 12:00 P.M on 19.02.2024 Check-out from Hotel – 09:00 AM on 23.02.2024	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
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Tel: 011-24607319

Email Id: npctraining@npcindia.gov.in , mumbai@npcindia.gov.in

Contact Person: Shri Gaurav Kadam, Deputy Director, Mobile no: 8169039962

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