

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

Dated, Chandigarh the 29th September, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - NPC Training Program on " Advanced Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" From 16th to 20th October 2023 at Srinagar(J&K).

Sir/Madam,

I am directed to refer to letter No. IE/GN/T12/462/23-24/II, dated 20.09.2023 received via e-mail from Sh. Vikas Meena, Deputy Director, For Regional Director, National Productivity Council,(Under Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India), E-5 GIDC, Sec- 26 Electronic Estate, Gandhinagar, Gujarat on the subject noted above & to enclose a copy thereof for necessary action at your end.

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,

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

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

Dated Chandigarh, the 29th September, 2023

A copy is forwarded to, **Sh. Vikas Meena Deputy Director for Regional Director, National Productivity Council, E-5 GIDC, electronic Estate, Sec-26 GIDC, Gandhinagar, Gujarat 382028 w.r.t his letter No. IE/GN/T12/478/23-24 dated 20.09.2023 received vide email.**

Bunir Rawat 29/9/2023
Deputy Superintendent, Training
For the Chief Secretary to Govt., Haryana.

Fwd: Request for nominations in NPC training Program on "Advanced Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" From 16th – 20th October 2023 at Srinagar (J&K).

1 message

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

Training Branch

Diary No. 126375

Dated 21/09/2023

20 September 2023 at 16:39

21/9/23
STg

From: "vikas meena" <vikas.meena@npcindia.gov.in>

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

Sent: Wednesday, September 20, 2023 12:15:30 AM

Subject: Request for nominations in NPC training Program on "Advanced Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" From 16th – 20th October 2023 at Srinagar (J&K).

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

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

www.npcindia.gov.in

REGIONAL DIRECTORATE:

E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhinagar, Gujarat – 382 028.

No: IE/GN/T12/462/23-24/II

Dear Sir/Madam,

The National Productivity Council is pleased to announce its Residential Training Program on "**Advanced Course on Secretarial Effectiveness**" From 16th to 20th October 2023 at Srinagar (J&K).

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed to benefiting both the employers as well as employees. Keeping the above in view, the training programme aims at providing an insight to the participants about various requisite behavioral, technical/digital skills, tools and techniques on secretarial effectiveness for delivering a better quality of work.

This training programme has been designed for participants across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, and Academic Institutions, etc.

The Programme fee of ₹ 58500 /- + 18% GST for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or ₹ 36000 /- + 18% GST for non-residential participants is inclusive of lunch, course material kit, and professional charges.

The program's aims, coverage, participant profile, methodology, professors, dates, location, participation cost, and registration process are all fully described in the brochure.

We are sure that you would take advantage of this and nominate a few officials from your organization. The detailed brochure is also available at www.npcindia.gov.in. Kindly feel free to call us on 8866943946 or mail at vikas.meena@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and early response.

Thanking you,

Yours sincerely,



Vikas Meena

Deputy Director

For Regional Director

National Productivity Council

(Under Department for Promotion of Industry and Internal Trade,

Ministry of Commerce & Industry, Government of India)

E-5 GIDC Electronic Estate Gandhinagar, Gujarat 382028,

Contact: +91 88669 43946, +91-79-23287344

vikas.meena@npcindia.gov.in,

www.npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Government of India)

**ANNUAL TRAINING CALENDAR OF RESIDENTIAL
TRAINING PROGRAMMES**

(2023-24)

You can send your nominations on email: vikas.meena@npcindia.gov.in

Sr. No.	Title of Programme	Date	Levels	Location	Programme Fee (Excluding	Programme Fee (Excluding
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	(Click to download Program Brochure)				GST) in Rs. (Residential)	GST) in Rs. (Non- Residential)
1	Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff.	16-20 October, 2023	All Levels	Srinagar	Rs. 58500/-	Rs.36000/-
2	Office effectiveness Management with focus on Lean Office, 5S and Productivity improvement practices.	20 –24 Nov. 2023	All Levels	Jaisalmer	Rs. 58500/-	Rs.36000/-
3	Programme on Retirement and Wellbeing after Succession-planning & Handover (PRaWeSH)	04-08 Dec, 2023	All Levels	Goa	Rs. 58500/-	Rs.36000/-
4	Digital Transformation through E-Governance & ICT	18-22 Dec. 2023	All Levels	Goa	Rs. 58500/-	Rs.36000/-
5	Advance Course on Modern Office and Productivity Management.	12-16 February, 2024	All Levels	Goa	Rs. 58500/-	Rs.36000/-
6	Systematic Problem Solving, Conflict resolution and change Management.	18-22 March, 2024	All Levels	Gangtok	Rs. 58500/-	Rs.36000/-

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

APPLICATION FORM FOR NOMINATIONS

Title of Training Programme:

Programme Duration (Date):

Location:

Details of Nominated Participants:

Sr 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

HOW TO APPLY: Nominations may be sent to the following address/email:

Regional Director, National Productivity Council, E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhinagar, Gujarat 382028	Program Coordinator - Vikas Meena (Deputy Director) Email ID - vikas.meena@npcindia.gov.in Mob No. - +91-8866943946
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Payment Details for Programme fees (RTGS / NEFT /Cheque/DD):

- ECS Payment Details: State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- DD/Cheque should be drawn in the name of our regional Office - NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC
- In the case of ECS Payment, the payment details should be intimated accordingly along with the UTR number.

- Limited seats available on a first-come first-served basis.
- Please buy travel tickets only after getting final confirmation from NPC for the proposed nominations.
- Training Calendar: <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater>