

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

Dated, Chandigarh the 08th November, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Request for nominations for Residential Training Programmes of NPC.

Sir/Madam,

I am directed to refer to the subject noted above and to enclose herewith an e-mail dated 30.10.2023 received from Ms. Kritika Shukla, 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 website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,

Ami Ram
08/11/23

Deputy Superintendent, Training
for the Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2023-3Trg. Dated Chandigarh, the 08th November, 2023.

A copy of the above is forwarded to Ms. Kritika Shukla 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 30.11.2023 for information.

Ami Ram
08/11/23

Deputy Superintendent, Training
For the Chief Secretary to Govt., Haryana.

Fwd: Request for nominations for Residential Training Programmes of NPC

1 message

Rajesh Kumar Saini <usadmin@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Training Branch

Diary No. 144437

Dated _____

31/12/23
3 Trg.

30 October 2023 at 10:22

From: "HRM HQ" <hrm.hq@npcindia.gov.in>

Sent: Friday, October 27, 2023 4:13:46 PM

Subject: Request for nominations for Residential Training Programmes of NPC

Dear Sir/Madam,

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Human Resources Management, Industrial Engineering, Agri-Business, Economic Services, Quality Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government, Public and Private sector organisations. NPC is a constituent of the Tokyo-based Asian Productivity Organisation (APO), an Inter-Governmental Body of which the Government of India is a founding member.

HRM Group at NPC, HQ is pleased to share that following training programmes are being organised in coming months wherein NPC experts and renowned speakers shall be sharing their wisdom and experience:

Programme	Venue	Dates	Last Date	Participation Fee Per Person
Negotiation and Conflict Resolution Strategies	Port Blair	11-15 December 2023	04-12-2023	65,000+ GST for Residential
NPC/HQ/HRM/T8/22-23				35,500+ GST Non- Residential
RTI & office management	Munnar	18-22 December 2023	11-12-2023	55,000+ GST for Residential
NPC/HQ/HRM/T9/23-24				30,500+ GST Non- Residential
Innovation & Change Management For Organizational Growth	Port Blair	08-12 January 2024	01-01-2024	65,000+ GST for Residential
NPC/HQ/HRM/T10/23-24				35,500+ GST Non- Residential
Stress Management & Work Life Balance	Goa	12-16 February 2024	05-02-2024	65,000+ GST for Residential
NPC/HQ/HRM/T11/23-24				35,500+ GST Non- Residential
RTI & office management	Munnar	18-22 March 2024	11-03-2024	55,000+ GST for Residential
NPC/HQ/HRM/T12/23-24				30,500+ GST Non- Residential

For further details of programme, please visit - <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater>

For details, please refer to the detailed programme brochures attached herewith.

Target Group

The programmes have been designed to provide comprehensive input to the employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

Nominations

Organisations can nominate their employees by writing an email/letter addressing to the undersigned and providing participants' name, designation, office name, address, mobile number & e-mail ID. Kindly also provide GSTIN of your organisation, if applicable. Please note that participation fee is to be paid at the time of nomination only as per the details provided in the

payment section of the programme brochures. Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant(s) is not able to attend the training programme due to any reason and no substitution is made, fees shall not be refunded or adjusted. Limited seats are available for the training programme(s) and hence the nominations will be accepted on first-cum-first-serve basis. Organisations are kindly requested to seek confirmation about availability before nominating.

You are requested to kindly nominate employee(s) of your esteemed organisation for the above-mentioned training programme(s) for capacity building ad skill enhancement.

For nomination & other queries, kindly contact Ms. Priyamvada Mishra, Programme Coordinator on Mobile: +91-9560254213, Phone:- 011-24607344/364/337

Thanks & Best Regards,

कृतिका शुक्ला / Kritika Shukla

निदेशक / Director

राष्ट्रीय उत्पादकता परिषद् / National Productivity Council

(डी.पी.आई.आई.टी, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अंतर्गत)

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

5-6, इंस्टीट्यूशनल एरिया, लोधी रोड/ 5-6, Institutional Area ,Lodhi Road

नई दिल्ली-110003/New Delhi-110003

Tel: 01124607364

www.npcindia.gov.in

5 attachments

 Innovation and Change Mgt._8-12 Jan 2024.pdf
714K

 Negotiation and Conflict Resolution Strategies_11-15 Dec 2023.pdf
457K

 RTI & Office Mangement_18-22 Dec 2023.pdf
765K

 RTI & Office Mangement_18-22 Mar 2024.pdf
537K

 Stress Mgt & Work Life Balance_12-16 Feb 2024.pdf
446K

NEGOTIATION & CONFLICT RESOLUTION STRATEGIES



11-15 DECEMBER 2023
PORT BLAIR

HRM GROUP
National Productivity Council
Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road
New Delhi - 110003

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

Negotiation and Conflict Resolution are crucial skills both inside and outside of workplace. No other business **skill** may be as important to success as negotiation. We negotiate everything: agreements with partners and vendors, in-scope/out-of-scope parameters around important projects, and our own compensation and job responsibilities, to name just a few.

Understanding your counterpart's interests and shaping the decision so that the other side agrees to a proposal for its own reasons are the keys to jointly creating and claiming sustainable value from a negotiation. Most executives know the basics of negotiation; some are spectacularly adept. Yet even experienced negotiators routinely leave money on the table, end up in deadlock, damage relationships, or allow conflicts to spiral.

Quite often, there is an element of conflict between the parties involved in a negotiation, which extends beyond the matters ostensibly being negotiated. Such conflict might have its origins in disputed facts, differing values or incompatible policies. Personal conflicts, interpersonal conflicts and structural conflicts all point to the need for more effective tools for lasting problem-solving.

3. LEARNING OBJECTIVES

The five-day training course's goal is to equip participants with the strategies, tactics, and methods for organising, carrying out, and assessing business negotiations. The importance of conflict and its capacity to produce both success and failure will be understood by the participants. They will be more equipped to handle the balance between competition and cooperation in the realm of business. The participants will be able to establish a comprehensive strategy for negotiations and conflict resolutions. The participants will learn how to conduct win-win negotiations because they will have a better understanding of the concepts and improved skills for handling a variety of scenarios.

4. BROAD PROGRAMME COVERAGE

- Nature of conflict and styles of conflict resolution
- Distinguish the key planning elements required for successful negotiations.
- Describe the importance of communication in negotiations.
- Conflict Resolution & Negotiation Steps
- Strategies for Resolving Conflict

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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Venue	Port Blair	
Programme Fee	Residential Participants	Non-Residential Participants
	INR 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	INR 35,500/- (Rs. Thirty Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 11th December, 2023

Check out at Hotel/Resort: Before 12 Noon on 15th December, 2023

10. 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.

11. HOW TO APPLY

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

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 04th December, 2023

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T8/22-23**

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

12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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.
- 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.

- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- 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 towards to-and-fro travel from 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.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Last Date	Participation Fee Per Person
RTI & office management NPC/HQ/HRM/T9/23-24	Munnar	18-22 December 2023	11/12/2023	55,000+ GST for Residential 30,500+ GST Non- Residential
Innovation & Change Management For Organizational Growth NPC/HQ/HRM/T10/23-24	Port Blair	08-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
For further details of programme, please visit - https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater				



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Negotiation and Conflict Resolution Strategies at Port Blair

Programme Duration: 11th – 15th December, 2023

I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

III. 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 and Programme Code
- 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

TRAINING PROGRAMME ON



RIGHT TO INFORMATION (RTI) & OFFICE MANAGEMENT

18-22 December, 2023
Munnar

HRM GROUP
NATIONAL PRODUCTIVITY COUNCIL
UTPADAKTA BHAVAN, 5-6 INSTITUTIONAL AREA, LODHI ROAD
NEW DELHI - 110003

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

Effective Office Management has become the prime concern of each and every employee who not only does the work but also get the work done by their subordinates. The office of the future with its three forces computer, communication and human resources has triggered the emergence of new concepts and patterns of management thoughts. The work pattern as well as pattern of the working group has changed abruptly.

To cope up with this changing scenario, NPC has tailored this programme for the benefit of Indian Organization with a view to utilize the available concepts and technology.

Knowledge of RTI and its application in the work field will culminate confidence in the mind of the employees. It will help the employee to know which information he is liable to share and which information he is liable to get from the appropriate authority. It is similar to knowledge empowerment where transparency of information is the buzz word.

3. LEARNING OBJECTIVES

The aim of the training course is to equip the participants with knowledge and skills to handle the job of CPIOs / Appellate Authorities and help the Ministries/Departments/Organizations in implementing the provisions of the Right to Information Act, 2005. Also, exposure to the requirements related to record management shall be given so as to strengthen and make the office management more efficient and transparent.

4. BROAD PROGRAMME COVERAGE

- Concept of Office Management
- Office Automation and Communication Tools in the Office Management
- To create awareness about importance of Right to Information Act
- To deliberate on the role of RTI on Effective Office Management

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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Venue	Munnar	
Programme Fee	Residential Participants: INR 55,000/- (Rs. Fifty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 30,500/- (Rs. Thirty Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 18th December, 2023

Check out at Hotel/Resort: Before 12 Noon on 22th December, 2023

10. 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.

11. HOW TO APPLY

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

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 11th December' 23

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T9/23-24**

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

12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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.
- 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.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- 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 towards to-and-fro travel from 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.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Last Date	Participation Fee Per Person
Innovation & Change Management For Organizational Growth NPC/HQ/HRM/T10/23-24	Port Blair	08-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & office management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2024	11/03/2024	55,000+ GST for Residential 30,500+ GST Non- Residential
For further details of programme, please visit - https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater				



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: RTI & Office Management Team Building at Munnar

Programme Duration: 18th to 22th December, 2023

I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

III. 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 and Programme Code
- 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

Innovation & Change Management For organizational Growth

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आज़ादी का
अमृत महोत्सव



08-12 January, 2024
(Port Blair)

HRM GROUP

National Productivity Council
Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road
New Delhi - 110003

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

With the rise of globalized and connected economy, the competition has increased manifold causing efforts by the business and government organizations to increase the performance continually for meeting the requirements of citizens which translates to continually evolving the organization to achieve new level of performance and adapt to constantly changing environment of Technology and Cultures.

This programme has been designed to help the employees recognize the need for organizational growth so that the organizations keep on evolving to be competitive by adapting innovative procedure & practices and driving small change management practices. This programme will help participants identify proper innovation and change management strategies to be able to contribute in facilitating building the organization of future.

3. LEARNING OBJECTIVES

- Provide a knowledge base for understanding different types of organizational innovation and change management systems.
- Understand the organizational and extra-organizational forces that influence innovation and change management success.
- Develop an appreciation of the processes and challenges of innovation and change management as they apply to innovation effectiveness.
- Learn to assess the impacts of change, to develop effective change teams and to recognise and address resistance to change and innovation.
- Learn to identify and work with the stakeholders in a change initiative, and how to plan, execute and measure the effective communications required to build and maintain their engagement.

4. BROAD PROGRAMME COVERAGE

- Understanding the concept of Organization Development.
- Understanding the innovation concept and strategies.
- Understanding the change management concept, process and strategies.
- Develop change management plans (CMP).
- Driving change in the organisation.

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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Venue	Gangtok	
Programme Fee	Residential Participants: INR 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 35,500/- (Rs. Thirty Five Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 08th January, 2024

Check out at Hotel/Resort: Before 12 Noon on 12th January, 2024

10. 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
- Demand Draft 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.

11. HOW TO APPLY

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

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 01st January, 2024

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T10/23-24**

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

12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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.
- 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.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- 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 towards to-and-fro travel from 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.

Programme	Venue	Dates	Last Date	Participation Fee Per Person
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & office management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2024	11/03/2024	55,000+ GST for Residential 30,500+ GST Non- Residential
For further details of programme, please visit - https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater				



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Innovation & Change Management for Organisational Growth at Port Blair

Programme Duration: 08th - 12th January, 2024

I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

III. 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 and Programme Code
- 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



Training Programme
on
**STRESS MANAGEMENT
&
WORK-LIFE BALANCE**

12-16 February, 2024
(Goa)

HRM GROUP
National Productivity Council
Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road
New Delhi - 110003

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

A 'work life' balance refers to employees' ability to uphold a healthy balance between their work roles, their personal responsibilities and family life. Achieving a work-life balance is the new ideal for employees, because an imbalanced life results in stress and fatigue, loss of control and even strained relationships. Modern workplaces have become more stressful because of diverse role expectations, cut throat competition, globalization and technological disruptions. Such changes have created several complications on both the domestic and professional fronts of the employees. Stress affects productivity; therefore, monitoring and managing work related stress is extremely important. The individual must explore his values, aspirations, and goals to realise what he expects from work and life and then develop the suitable ways of balancing work and life. Effective stress management, on the other hand, helps break the hold stress has on life, so the subject would be happier, healthier and more productive. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and growth—the resilience to sustain pressure and meet challenges head on.

3. LEARNING OBJECTIVES

This program has been designed to facilitate creating balance between work and life. Participants will learn how to identify and understand emotional response to stress, how to better communicate under stress, make better decisions and reduce burn-out in even the most challenging situations. It will help understand the ways to reduce stress, increase efficiency and balance in work and life.

4. BROAD PROGRAMME COVERAGE

- Understand the benefits of a work-life balance
- Recognise the signs of an unbalanced life
- Understand stress and recognise the symptoms.
- Measures and strategies to deal with stress effectively.

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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs , Banks and financial institutions , Boards, Administrative Bodies , Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Venue	Goa	
Programme Fee	Residential Participants: INR 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 35,500/- (Rs. Thirty Five Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 12th February, 2024

Check out at Hotel/Resort: Before 12 Noon on 16th February, 2024

10. 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.

11. HOW TO APPLY

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

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 05 February, 2023

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T11/23-24**

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

12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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.
- 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.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- 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 towards to-and-fro travel from 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.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Last Date	Participation Fee Per Person
RTI & office management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2023	11/03/2024	55,000+ GST for Residential 30,500+ GST Non- Residential
For further details of programme, please visit - https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater				



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Stress Management and Work Life Balance at Goa

Programme Duration: 12th to 16th February, 2024

I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

III. 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 and Programme Code
- 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

RIGHT TO INFORMATION & OFFICE MANAGEMENT

**18-22 MARCH, 2024
MUNNAR**

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आज़ादी का
अमृत महोत्सव

HRM GROUP
National Productivity Council
Utpadakta Bhavan, 5-6
Institutional Area, Lodhi Road
New Delhi - 110003

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

Effective Office Management has become the prime concern of each and every employee who not only does the work but also get the work done by their subordinates. The office of the future with its three forces computer, communication and human resources has triggered the emergence of new concepts and patterns of management thoughts. The work pattern as well as pattern of the working group has changed abruptly.

To cope up with this changing scenario, NPC has tailored this programme for the benefit of Indian Organization with a view to utilize the available concepts and technology.

Knowledge of RTI and its application in the work field will culminate confidence in the mind of the employees. It will help the employee to know which information he is liable to share and which information he is liable to get from the appropriate authority. It is similar to knowledge empowerment where transparency of information is the buzz word.

3. LEARNING OBJECTIVES

The aim of the training course is to equip the participants with knowledge and skills to handle the job of CPIOs / Appellate Authorities and help the Ministries/Departments/Organizations in implementing the provisions of the Right to Information Act, 2005. Also, exposure to the requirements related to record management shall be given so as to strengthen and make the office management more efficient and transparent.

4. BROAD PROGRAMME COVERAGE

- Concept of Office Management
- Office Automation and Communication Tools in the Office Management
- To create awareness about importance of Right to Information Act
- To deliberate on the role of RTI on Effective Office Management

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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Venue	Munnar	
Programme Fee	Residential Participants: INR 55,000/- (Rs. Fifty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 30,500/- (Rs. Thirty Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 18th March, 2024

Check out at Hotel/Resort: Before 12 Noon on 22nd March, 2024

10. 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.

11. HOW TO APPLY

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Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 11th March' 24

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T12/23-24**

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

12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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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- 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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: RTI & Office Management Team Building at Munnar

Programme Duration: 18th to 22nd March, 2024

I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

III. 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 and Programme Code
- 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