

No.42/03/2021-5Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 17th August, 2022.

To

All the Administrative Secretaries of Haryana State.


Subject: - Regarding Nomination for training programme on "Personal Excellence by Time & Stress Management" during 24th - 26th August 2022.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter no. **TP/22-23/33** email dated **04.08.2022** received from Sh. A K Verma, Assistant Director, AB Group National Productivity Council, 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 accordingly.

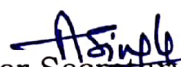
Yours faithfully,


Under Secretary, Training
for Chief Secretary to Govt., Haryana. 1

Endst. No. 42/03/2021-5Trg.

Dated Chandigarh, the 17th August, 2022.

A copy is forwarded to Sh. A K Verma, Assistant Director, AB Group National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi- 110003 w.r.t his letter no. **TP/22-23/33** email dated **04.08.2022** for information.


Under Secretary, Training
for Chief Secretary to Govt., Haryana. 2

Fwd: Regarding Nomination for training programme on "Personal Excellence by Time & Stress Management" during 24th-26th August 2022

1 message

Ashok Kumar Meena <ssps@hry.nic.in>

4 August 2022 at 17:06

To: branchtrg <branchtrg@gmail.com>, Anup Singh <anup.singh-hry@hry.gov.in>

From: kaushalsanjeev@hry.nic.in**To:** "Ashok Kumar Meena" <ssps@hry.nic.in>**Sent:** Thursday, August 4, 2022 4:51:32 PM**Subject:** Fwd: Regarding Nomination for training programme on "Personal Excellence by Time & Stress Management" during 24th-26th August 2022**From:** "Ashish Kumar Verma" <ashishkr.verma@npcindia.gov.in>**To:** "Ashish Kumar Verma" <ashishkr.verma@npcindia.gov.in>**Sent:** Thursday, August 4, 2022 4:39:49 PM**Subject:** Regarding Nomination for training programme on "Personal Excellence by Time & Stress Management" during 24th-26th August 2022

Ref. No.:- TP/22-23/33

Dear Sir/Madam,

Greetings from NPC India!

Hope you are doing well and staying safe!

National Productivity Council is a premier organization under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology-oriented disciplines. We are pleased to inform you that NPC is scheduling a training programme on **"Personal Excellence by Time & Stress Management"** during 24th-26th August 2022.

In today's competitive world, available time must be optimally utilized to achieve one's personal and professional goals. Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Those organizations where employees understand the essence of time management and adhere to time lines, achieve success and growth. Stress affects everything we experience and most people are generally unaware of the skills and strategies to manage stress and pressure at work. Increased responsibility and pressure can lead to unprecedented levels of stress in the workplace, affecting performance at the office & health and happiness at home.

This Training programme will help participants to understand, manage & succeed during stressful situations & strike your best work life balance. In order to manage stress at workplace, training of employees regarding stress management techniques are important. This programme has been designed to equip the participants with tools and techniques and impart them necessary knowledge and skills to effectively manage time & stress. A brochure containing detailed information about the programme (Programme Coverage & Fee) is attached herewith. You are requested to nominate personnel from your department/organization to participate in this programme. We are sure that your department/organization would take advantage of this opportunity by sponsoring delegates in this training programme. It will be highly appreciated if you kindly circulate these details within the organization/among your employees.

The programme is non-residential and fee is exclusive of board and lodge. Last date for nomination is **19-08-2022**.

Thanks & Best Regards

A K Verma

Assistant Director


AB Group

National Productivity Council

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


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Tel : 01124607332

 Please don't print this e-mail unless you really need it- Go Paperless to save trees & Save Environment


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 Brochure-Personal Excellence by Time & Stress Management Stress 24-26 August 2022.pdf

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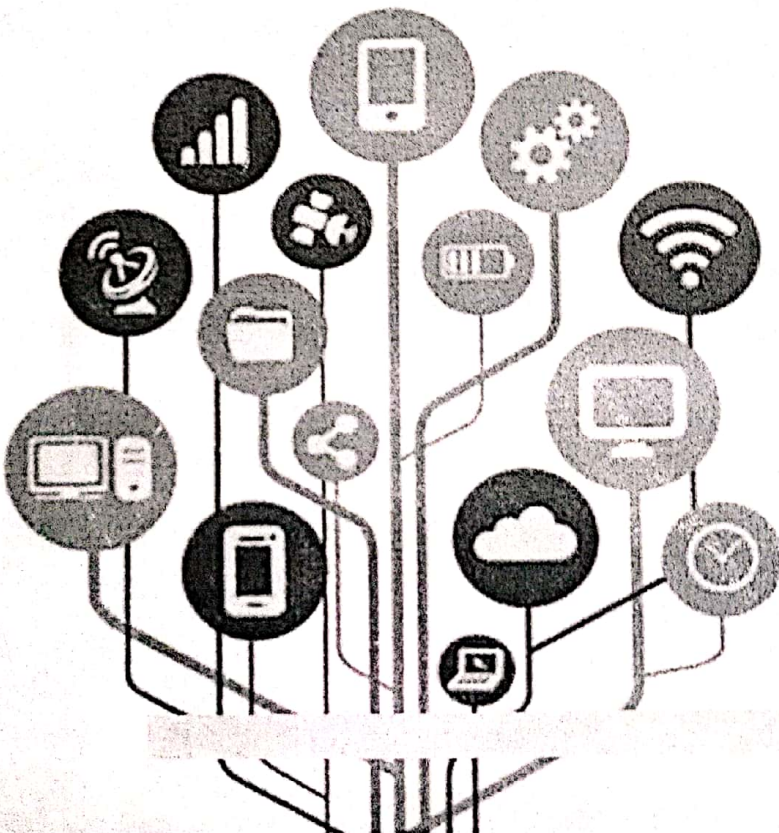


NATIONAL PRODUCTIVITY COUNCIL

TRAINING PROGRAMME ON PERSONAL EXCELLENCE BY TIME & STRESS MANAGEMENT

PROGRAMME CODE: (TP/22-23/33)

24-26 AUGUST, 2022
(NEW DELHI)



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 today's competitive world, available time must be optimally utilized to achieve one's personal and professional goals. Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Those organizations where employees understand the essence of time management and adhere to time lines, achieve success and growth.

Stress affects everything we experience and most people are generally unaware of the skills and strategies to manage stress and pressure at work. Increased responsibility and pressure can lead to unprecedented levels of stress in the workplace, affecting performance at the office & health and happiness at home. This training programme will help the participants to understand, manage & succeed during stressful situations & strike your best work life balance.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- Identify and reduce stress in themselves and others
- Change the way they think about stress
- Have a positive impact on individual and team performance
- Increase performance and motivation at work
- Application of work planning and time management

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Introduction to time and stress management
- Modern practices in time management
- Major causes of workplace stress
- Common symptoms of poor stress and time management
- Principles of good stress and time management
- Tools & techniques like hands-on exercises, acupressure, alternative healing and meditation to bring out one's 100% potential
- Case Studies

5. METHODOLOGY

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

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Ministries/Departments, Autonomous Institutions, 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 be experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	TP/22-23/33
Program Venue	Manthan Hall, National Productivity Council, Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi-110003
Programme Fee	Non-Residential Participants ₹18300 /- + GST (at present 18%)

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none">ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHINPC'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.

- NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.

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
Email Id: npctraining@npcindia.gov.in
Tel: 011-24607319/332 Mob: - 8802866347**

- Last date for Receiving of nominations: 19-08-2022

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.
- ❖ 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.
- ❖ 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:

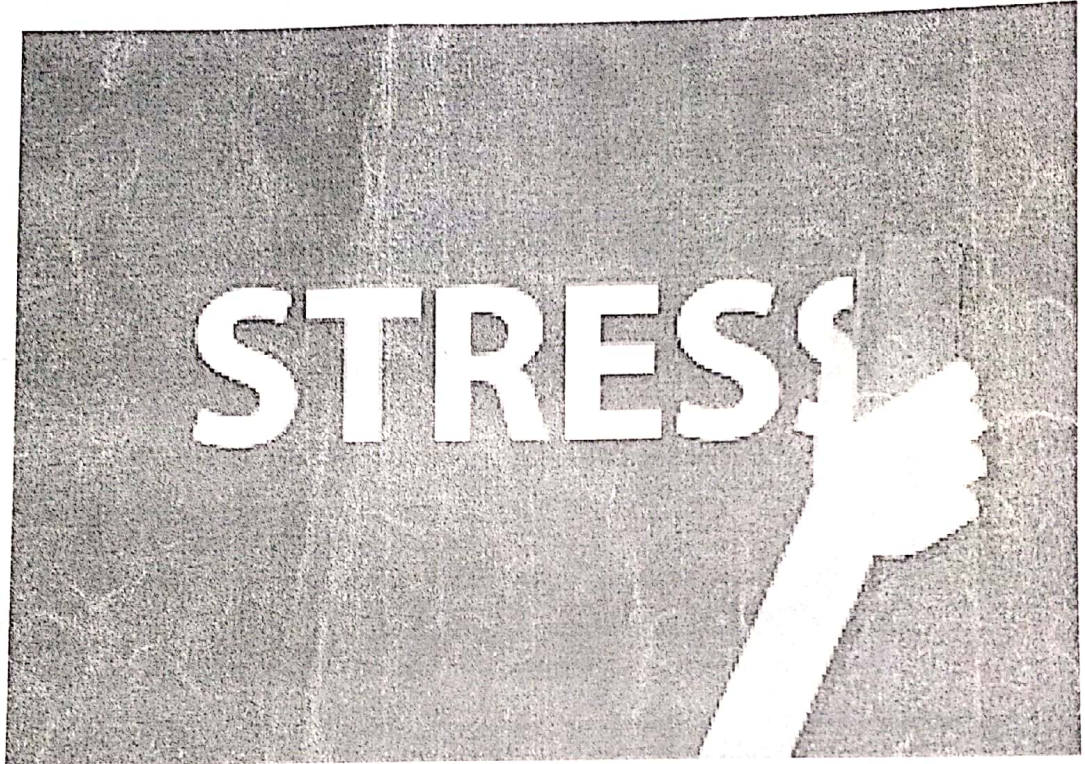
Signature

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

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अमृत महोत्सव



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Tel: +91-11-24607319

npctraining@npcindia.gov.in