

No.42/01/2024-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 29th May, 2024

To

All the Administrative Secretaries to Govt. Haryana.


Subject:- NPC Residential Training Program on "Smart Power Point Presentation, Noting & Drafting" from 10th to 14th June 2024 at Leh.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail bearing No. IE/GN/T12/T2425GNR02/24-25/I received from Sh. Vikas Meena, Deputy Director, National Productivity Council, E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhinagar, Gujrat. This e-mail 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.

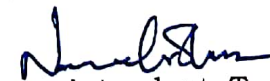
Yours faithfully,


Superintendent, Training

Endst. No. 42/01/2024-5Trg.

Dated Chandigarh, the 29th May, 2024

2. A copy of the above is forwarded to Sh. Vikas Meena, Deputy Director, National Productivity Council, E-5, GIDC, Electronic Estate, Sec-26 GIDC, Gandhinagar, Gujrat, w.r.t. his e-mail letter dated 22.05.2024 for information.


Superintendent, Training

NPC Training Programs on "Smart Power Point Presentation, Noting & Drafting"
from 10th to 14th June 2024 at Leh.

1 message

NPC INDIA <vikas.meena@npcindia.gov.in>
To: branchtrg@gmail.com

22 May 2024 at 14:36



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

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

www.npcindia.gov.in

No: IE/GN/T12/T2425GNR02/24-25/I

Dear Sir/Madam,

Greetings from the National Productivity Council of India (NPC)!

NPC is an autonomous body set up by the Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. NPC is pleased to announce its Residential Training Programs on "Smart Power Point Presentation, Noting & Drafting" from 10th to 14th June 2024 at Leh.

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 at benefiting both the employers as well as employees. Keeping the above in view, the training program aims to provide insight to the participants about various requisite behavioral, technical/digital skills, tools, and techniques for secretarial effectiveness for delivering a better quality of work.

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

The Programme fee of ₹ 60,000 /- + 18% GST for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the program, course material kit and professional charges, etc., or ₹ 44,000 /- + 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 will 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.

सादर / Thanks & Regards,
विकास मीणा / Vikas Meena
उप निदेशक / Deputy Director
कृते क्षेत्रीय निदेशक / For Regional Director
राष्ट्रीय उत्पादकता परिषद् / National Productivity Council
(Under Department for Promotion of Industry and Internal Trade,

Ministry of Commerce & Industry, Government of India)
E-5 जी आई डी सी इलेक्ट्रॉनिक एस्टेट, गाँधीनगर, गुजरात 382-028 /

E-5 GIDC Electronic Estate Gandhinagar, Gujarat 382028,
भारत गणराज्य / Republic of India.

मोबाइल / Mobile: +91 88669 43946, ई मेल /

Email: vikas.meena@npcindia.gov.in, वेबसाइट / Website: www.npcindia.gov.in

We are pleased to announce the following New Batches of
Residential Training Programs

ANNUAL CALENDAR OF RESIDENTIAL TRAINING PROGRAMMES (2024-25)

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

Sr. No.	Title of Programme (Click here to download Program Brochure)	Date	Levels	Location	Programme Fee (Excluding GST) in Rs. (Residential)	Programme Fee (Excluding GST) in Rs. (Non- Residential)
1	Smart Power Point Presentation, Noting & Drafting	10/06/24 to 14/06/24	All Levels	Leh	₹ 60,000.00	₹ 44,000.00
2	Retirement Empowerment Training: Impactful Readiness for Employees - Uplifting	24/06/24 to 28/06/24	All Levels	Srinagar	₹ 60,000.00	₹ 44,000.00

Programme (RETIRE-UP)						
3	Managerial Leadership & Team Building	15/07/24 to 19/07/24	All Levels	Dharamshala	₹ 60,000.00	₹ 44,000.00
4	Negotiation & Conflict Resolution Strategies	19/08/24 to 23/08/24	All Levels	Goa	₹ 60,000.00	₹ 44,000.00
5	Productivity Improvement through Team Building and Effective Communication	09/09/24 to 13/09/24	All Levels	Udaipur	₹ 60,000.00	₹ 44,000.00
6	Finance & Accounts	18/11/24 to 22/11/24	All Levels	Goa	₹ 60,000.00	₹ 44,000.00
7	Digital Transformation through E-Governance & ICT	16/12/24 to 20/12/24	All Levels	Goa	₹ 60,000.00	₹ 44,000.00
8	Systematic Problem Solving, Conflict resolution and change Management	06/01/25 to 10/01/25	All Levels	Udaipur	₹ 60,000.00	₹ 44,000.00
9	Advance Course on Modern Office and Productivity Management	03/02/25 to 07/02/25	All Levels	Goa	₹ 60,000.00	₹ 44,000.00
10	Work-life Balance & Stress Management	04/03/25 to 08/03/25	All Levels	Portblair	₹ 60,000.00	₹ 44,000.00

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

- **ECS Payment Details:** State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- 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 GANDHINAGAR, GUJARAT
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC
- Limited seats available on a first-come first-served basis.



APPLICATION FORM FOR NOMINATIONS

Title of Programme: _____

Programme Duration: _____ Venue/ Location: _____

Select Participation on Residential Basis / Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No. & Email ID	Participant Organisation Address (Kindly provide full address of correspondence)
1				
2				
3				
4				
5				
6				
7				
8				

Nominating Authority:			
Name of Nominating Authority	Designation	Mobile No.	Nominating Authority Organization Address (kindly provide full address of correspondence)

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SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST 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.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.
- Select, if Organization is GST Exempted Yes/No

For Organisation who are Not Exempted and having GST registration GST No.

Kindly provide the GST number of organisation on which GST Invoice to be raised _____

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

*** I certify that the above information is correct**

Signature: _____ Date: _____ Place: _____