

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

Dated, Chandigarh the 22<sup>nd</sup> October, 2024

To

All the Administrative Secretaries to Govt. Haryana.

**Subject:- NPC Training Programs on "Modern Office Management, Team building, Leadership & Performance Management"-25-29 November, 2024 Manali, HP- Request for Nominations.**

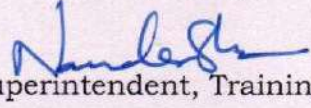
\*\*\*\*\*

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 14.10.2024 received from Sh. Rajesh Katoch, Deputy Director (ES &PP), programme Coordinator, National Productivity Council, ( Under Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government Of India).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 22<sup>nd</sup> October, 2024

2. A copy of the above is forwarded to Sh. Rajesh Katoch, Deputy Director (ES &PP), programme Coordinator, National Productivity Council,(Under Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government Of India) E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhi nagar, Gujrat, w.r.t. his e-mail letter dated 14.10.2024 for information.

  
Superintendent, Training



## Fwd: Training Programme

1 message

Ganesh Dass Arora <gad-hcs.cse@hry.gov.in>  
To: branchtrg <branchtrg@gmail.com>

14 October 2024 at 11:26

15/10/24

5 Ty.

From: "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>  
To: "Dusmanta Kumar Behera" <ssps@hry.nic.in>, "Ganesh Dass Arora" <gad-hcs.cse@hry.gov.in>  
Sent: Monday, October 14, 2024 11:22:41 AM  
Subject: Fwd: Training Programme

From: "RC Katoch" <rc.katoch@npcindia.gov.in>  
To: "Chief Secretary Andamans" <cs-andaman@nic.in>, "Neerabh Kumar Prasad, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-goat@nic.in>, chiefsecretary@gujarat.gov.in, "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "L.Khiangte, IAS" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Smt. SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>  
Sent: Monday, October 14, 2024 11:20:18 AM  
Subject: Training Programme

T2425ECO14

**Sub: NPC Residential Training Programme on "Modern Office Management, Team building, Leadership & Performance Management" – 25-29 November, 2024 Manali, HP - Request for Nominations**

Dear Sir/Madam,

Office Management is the administrative handling, controlling & maintaining a balanced process of work inside the office of an organization. Modern Office Management has become a prime concern of each and every employee who not only does the work but also gets the work done by his/her subordinates. Performance Measurement is a key process in any organization and should assist the management and staff to focus on key issues and business objectives to ensure sustainability. Keeping in view of the requirements of today's organizations, National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Programme on "**Modern Office Management, Team building, Leadership & Performance Management**" during **25-29 November, 2024 at Manali(HP)** to impart skills and techniques on the subject so as to meet the organizational expectations and take right decisions/actions to achieve organizational objectives. The residential Training Programme has been designed with conceptual deliberations, case studies, success stories and group discussions for executives/officials of Central & State governments, Public Sector Undertakings, Private Sector Enterprises, Academic institutions, Co-Operatives, Corporations, Financial institutions & NBFCs, boards & Autonomous Organizations, MNCs etc., for improving their Administrative and Financial Capabilities.

Participation fees in the programme is Rs. 60,000/- for Residential Participants and Rs. 44,000/- for Non-Residential Participants. GST @18% per participant is applicable on Participation fees

We are sure that your organization would find the Training Programme immensely useful. We request you to take advantage of this opportunity and nominate officials to participate in the



residential Training Programme


A brochure containing the details of the Training Programme is enclosed. Please confirm the participations latest by 12/11/24. Please feel free to contact us in case of any further clarifications or queries

Thanking you and looking forward to receiving nominations

Yours faithfully,

Rajesh Katoch  
Dy Director

---

 Training Programme in October (2).pdf  
593K





National Productivity Council

Training Programme  
on  
Improving Leadership, Managerial & Administrative Skills  
PROGRAMME CODE: (T2425ECO12)



21-25 October  
2024 (Udaipur)



## **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**

Managing an organization and improving its performance on continuous basis requires efficient and effective leaders, managers and administrators especially in today's complex work environment and highly competitive scenario. Also high customer expectations and global economy have posed numerous challenges for the organizations to improve their image and performance. It is essential for the top management/senior managers/officers to know modern management practices in order to identify, develop and sustain their competitive advantage. The programme is therefore designed keeping in view that government, public sector and private organizations must train their officers/managers to develop requisite leadership, managerial and administrative skills so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives. This training programme will help the participants to develop effective leadership, managerial and administrative qualities by understanding the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve performance of the organization

## **3. LEARNING OBJECTIVES**

NPC has designed the training programme to improve leadership, managerial & administrative skills among participants, discuss advanced management techniques for improving managerial effectiveness and develop top management/managers/officers for future challenges

## **4. BROAD PROGRAMME COVERAGE**

- Effective Leadership and Managerial Skills
- Motivation, Team building qualities & improvement
- Personality Development
- Modern HR Practices
- Time and Stress Management
- Conflict Resolution
- Crisis Management
- Change 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

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

## 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	T2425ECO12	
Program Venue	Udaipur(Rajasthan)	
Programme Fee	Residential Participants ₹ 60000 /- + 18% GST	Non-Residential Participants ₹44000 /- + 18% GST
For Residential Participants	Check-in at hotel - 21/10/24(AN) Training Programme Sessions Start on 21/10/24 from 15.00 hrs Check-out from Hotel - 25/10/24(FN) Training Programme Sessions close on 24/10/24 by 17.30 hrs	

## 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*

Nominations for the program and payment can be done Online by visiting:

<https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter>

(Challan generation, NEFT, RTGS are also available for payment)



Kindly Note : Please Utilise Specific Training Programme related corresponding Register Link via the above weblink/QR code to open Training Calendar on NPC website and navigating through Training Calendar for the Register process for Specific Training Programme, whereby Application Format filling and Submission be addressed and further Challan Generation, NEFT/RTGS or Debit Card/Credit Card/UPI based payment options available please



#### **10. HOW TO APPLY**

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for receiving of nominations: (two weeks before the scheduled date of programme)

**Shri Rajesh Katoch**  
**Dy. Director (ES&PP )**  
**Programme Coordinator**  
**Email: [rc.katoch@npcindia.gov.in](mailto:rc.katoch@npcindia.gov.in)**  
**Ph: 011-24607375**  
**Mobile: 9779753576**





**NATIONAL PRODUCTIVITY COUNCIL**  
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **Improving Leadership, Managerial & Administrative Skills**

Programme Code: **T2425ECO12**

Programme Duration: **21-25 October, 24**

Venue/ Location: **Udaipur**

Select Participation on Residential Basis ☐

OR 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					

**Details of Nominating Authority:**

S. No	Name of Nominating Authority	Designation	Mobile No	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted ☐

OR

Select, if Organization is Not GST Exempted ☐

**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.

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) \_\_\_\_\_

(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)) \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_



## 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 programme
- ❖ The Non-residential programme fee covers the professional fee towards training, lunch and refreshments during the training programme. 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 programme 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 programme
- ❖ 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



# Leadership & Management track

