

42/01/2024-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 3rd July, 2025

To

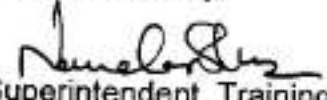
All the Administrative Secretaries of Haryana State.

Subject: - Residential Training Program by HRM Group, NPC.

Sir/Madam,

I am directed to refer to the subject noted above and forwarded herewith a letter along with its enclosures through email dated 26.06.2025 received from HRM Group National Productivity Council, Utpadakta Bhavan, 5-6 Institutional area, Lodhi Road, New Delhi-110003. This letter and enclosures have been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>) for further necessary action accordingly.

Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 3rd July, 2025

A copy of the above is forwarded to Sh. Umashankar Prasad, HRM Group National Productivity Council, Utpadakta Bhavan, 5-6 Institutional area, Lodhi Road, New Delhi-110003 w.r.t their email dated 26.06.2025 for information.

- Sd -
Superintendent, Training

F.No. 42/01/2024-5785

Training Branch <branchtrg@gmail.com>

Fwd: Residential Training Programme by HRM Group, NPC

1 message

Service I Branch Chief Secretary's Office <service1.cs-hry@nic.in>
To: branchtrg@gmail.com

26 June 2025 at 21:44

[Handwritten signature]
27/6/25

[Handwritten signature]
5 Trg

**Superintendent
Service-I Branch
Room No.44, 5th Floor,
Chief Secretary's Office,
Haryana Civil Secretariat
Sector-1, Chandigarh
0172-2740226 Ext.5525**

===== Forwarded Message =====

From : usadmin@hry.nic.in

To : service1.cs-hry@nic.in,supservices2.cso@nic.in,branchtrg@gmail.com

Date : Thu, 26 Jun 2025 16:54:36 +0530

Subject : Fwd: Residential Training Programme by HRM Group, NPC

===== Forwarded Message =====

===== Forwarded message =====

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

Date: Wed, 25 Jun 2025 12:16:08 +0530

Subject: Residential Training Programme by HRM Group, NPC

===== Forwarded message =====

Training Branch

CFMS/Diar. No. 82046

Date: 27/06/25

Dear Sir/Madam,

National Productivity Council (NPC), an autonomous organization under Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India is pleased to announce training programs in coming months:

Programme	Code	Venue	Dates	Participation Fee Per Person
Transformational Leadership & Team Building	T2526HRM02	Ooty	22-26 Sept 2025	65,000+ GST for Residential 50,000+ GST for Non- Residential
Negotiation & Conflict Resolution Strategies	T2526HRM03	Gangtok	13-17 October, 2025	70,000+ GST for Residential 55,000+ GST for Non- Residential
RTI & Record Management	T2526HRM04	Goa	1-5 December, 2025	70,000+ GST for Residential 55,000+ GST for Non- Residential
FR/SR & Establishment Rules	T2526HRM05	Port Blair	19-23 January 2026	70,000+ GST for Residential 55,000+ GST for Non- Residential

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

The target group comprises employees in middle & senior management working in Ministries, Central & State Government Departments, Central and State PSUs, Banks, Financial Institutions, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions, Private Sector etc.

You are requested to kindly nominate employee(s) of your esteemed organisation for their capacity building and skill enhancement.

Nominations may be sent to email addresses as mentioned in the brochures or hrm.hq@npcindia.gov.in. For any queries, kindly contact us on: 011-24607344 / 24607376 / 24607337

For our future programmes and brochures, please visit <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter>

Thanks & Best Regards

HRM Group
National Productivity Council
New Delhi



International Year
of Cooperatives

Cooperatives Build
a Better World



SAATHI
MOBILE APP



Web portal available at : www.sanchasathi.gov.in

4 attachments

- T2526HRM02301619.pdf
1037K
- T2526HRM03356232.pdf
1107K
- T2526HRM04468344.pdf
1226K
- T2526HRM05144254.pdf
1097K



**TRAINING PROGRAMME
ON**

**TRANSFORMATIONAL LEADERSHIP AND
TEAM BUILDING**

22-26 SEPTEMBER 2025

OOTY

HRM GROUP

NATIONAL PRODUCTIVITY COUNCIL
UTPARKTA 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

The symbiotic relationship between leadership and teamwork can hardly be overemphasized. In an increasingly knowledge - intensive world, the most competent leader could be staring at the face of failure if the team that is led fail is to measure up to the leader's objectives and get derailed. Indeed, teams can be rudderless without effective and wise leadership. There has been significant debate as to the styles and characteristics of leadership that engender optimal team performance. Similarly, the constituents of teams that are remarkably effective have been studied and emulated. Obviously, leadership and teamwork cannot exist without each other. They have to be balanced, coordinated, and synergized for optimal organizational performance towards successful outcomes.

3. LEARNING OBJECTIVES

This programme has been designed to explore and propose the best practices that would enable an optimal balancing of leadership and teamwork towards successful outcomes in a competitive environment. Further, the programme will help participants identify their own leadership styles and develop a paradigm for them to achieve performance requirements.

4. BROAD PROGRAMME COVERAGE

- Develop & Design Leadership Style for individual effectiveness.
- Drive Team Performance using Situational Leadership Model.
- Define teamwork and explain how to overcome various challenges to group success.
- Describe several different leadership styles and their likely influence on followers.

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

Programme Code	T2526HRM02	
Program Venue	Ooty	
Programme Fee	Residential Participants INR 65,000/- (Rs. Sixty Five Thousand only) /- + 18% GST	Non-Residential Participants INR 50,000/- (Rs Fifty Thousand only) + 18% GST
For Residential Participants	Check-in at hotel- 12 Noon Onwards on 22 nd September, 2025 Check-out from Hotel - : Before 12 Noon on 26 th September, 2025	

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.

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: **15th September 2025**

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: 011-24607376/344

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: 011-24607376/344/337

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

11. 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.



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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Leadership & Team Building

Programme Code: T2526HRM02

Programme Duration: 22-26 Sept 25 Venue/ Location: Ooty

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

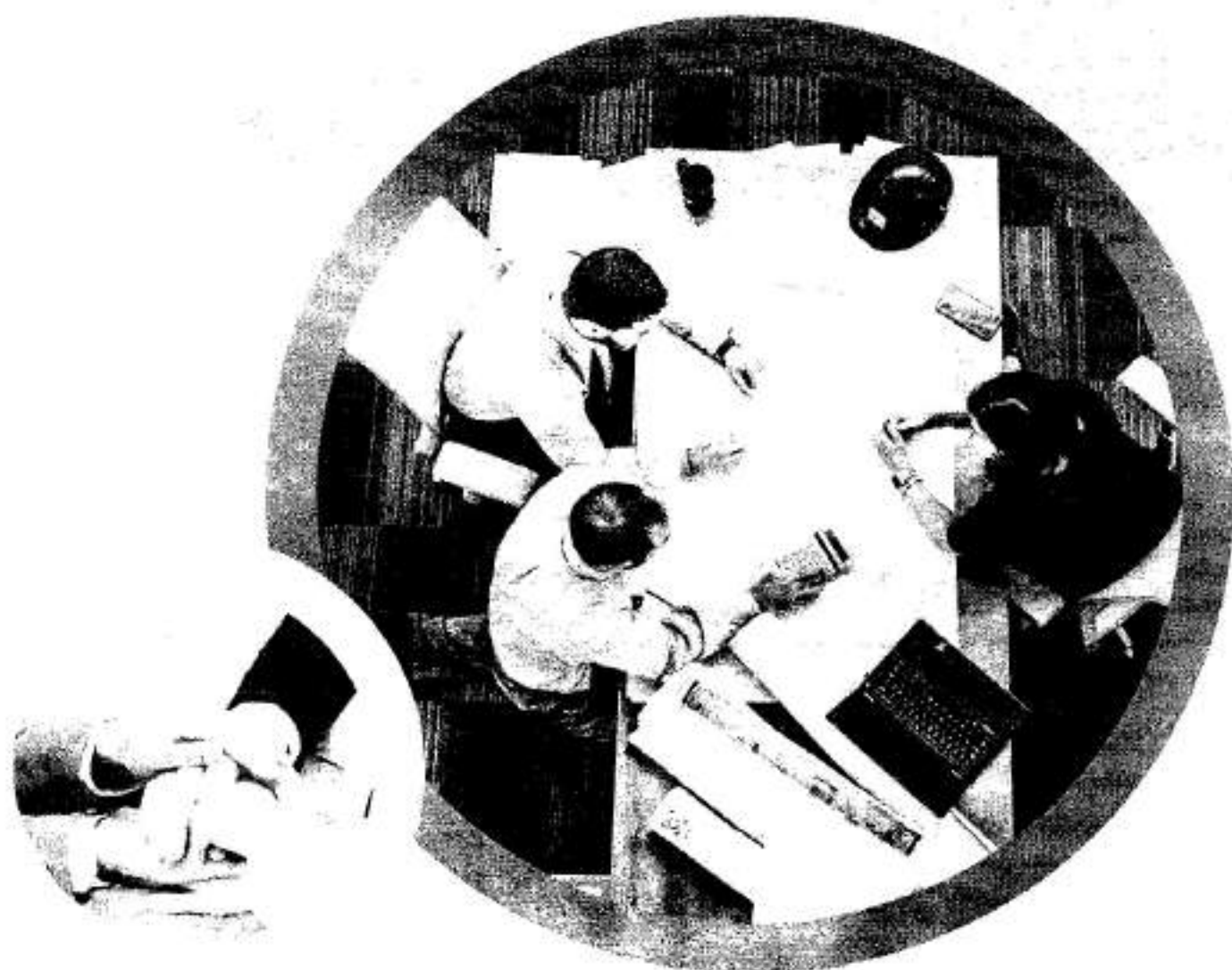
Signature: _____ Date: _____ and Place: _____

- 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.

please visit – <https://npcindia.gov.in/NPC/User/TrainingHeadQuarter> for NPC's training calendar and details of other training programmes



75
आज़ादी का
अमृत महोत्सव



**TRAINING PROGRAMME
ON
NEGOTIATION & CONFLICT RESOLUTION
STRATEGIES**

**13-17 OCTOBER 2025
GANGTOK**

HRM GROUP

**NATIONAL PRODUCTIVITY COUNCIL
UTPAKTA 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

Programme Code	T2526HRM03	
Program Venue	Gangtok	
Programme Fee	Residential Participants INR 70,000/- (Rs. Seventy Thousand only) + 18% GST	Non-Residential Participants INR 55,000/- (Rs. Fifty Five Thousand only) + 18% GST
For Residential Participants	Check-in at hotel- 12 Noon Onwards on 13 th October, 2025 Check-out from Hotel - Before 12 Noon on 17 th October, 2025	

- 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.

please visit – <https://npcindia.gov.in/NPC/User/TrainingHeadQuarter> for NPC's training calendar and details of other training programmes



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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Negotiation & Conflict Resolution Strategies

Programme Code: T2526HRM03

Programme Duration: 13th - 17th Oct 2025 Venue/ Location: Gangtok

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

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: _____

1. ABOUT NPC

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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

This program has been designed to familiarizing participants with the provisions of the RTI Act and its rules and regulations, Developing skills in time management, organization, and prioritization, Learning about the legal and ethical considerations in managing an office. It will help understand the ways to understand the importance of communication and interpersonal skills in managing an office.

4. BROAD PROGRAMME COVERAGE

- Concept of Record Management
- Office Automation and Communication Tools in the Office Management
- Awareness about importance of Right to Information Act
- Role of RTI on Effective Office Management

- 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.
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- 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.

please visit – <https://npcindia.gov.in/NPC/User/TrainingHeadQuarter> for NPC's training calendar and details of other training programmes

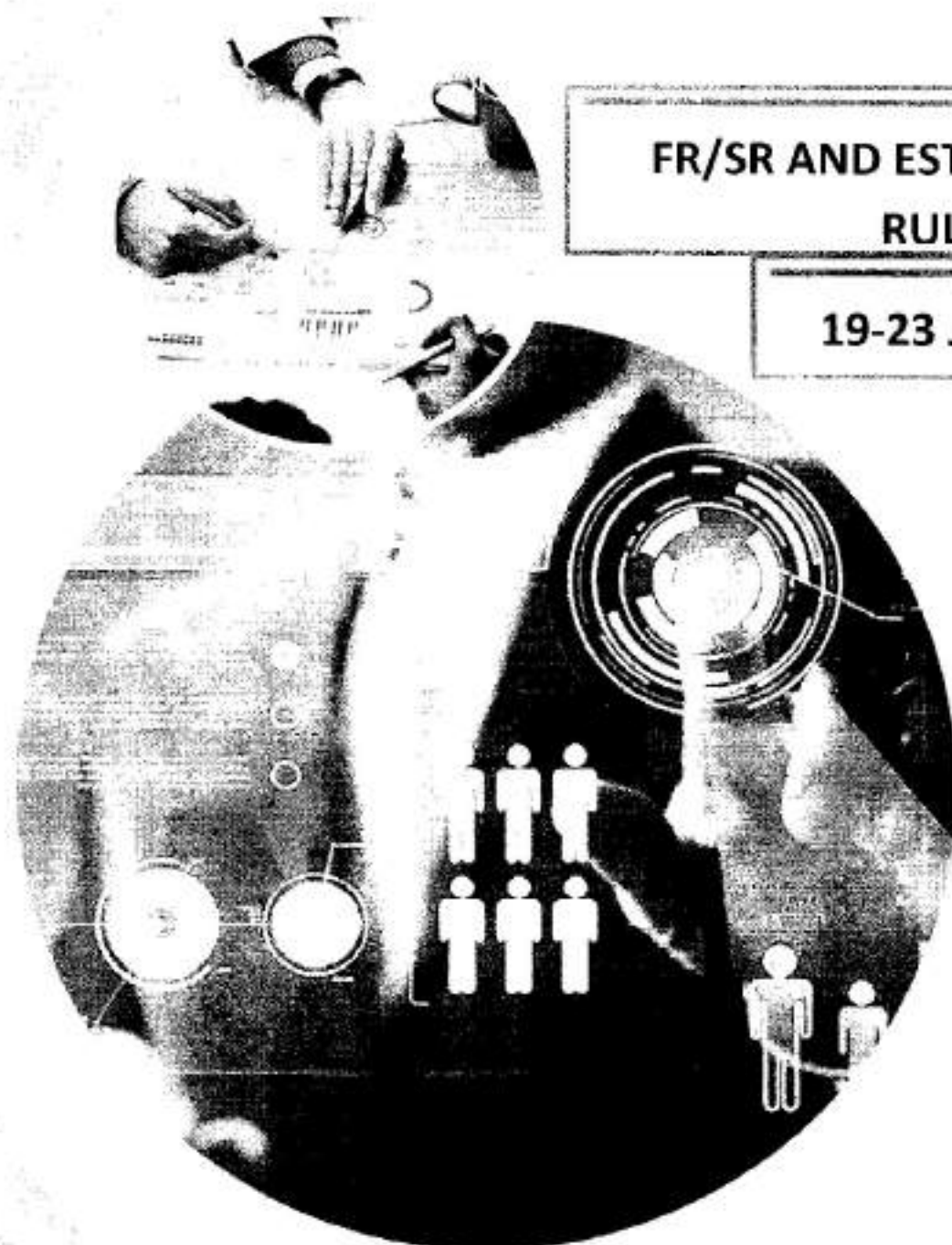


TRAINING PROGRAMME ON

**FR/SR AND ESTABLISHMENT
RULES**

19-23 JANUARY 2026

**Sri Vijaya Puram
(Port Blair)**



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

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2. PROGRAMME THEME

Financial Rules, Service Rules, and Establishment Rules are essential pillars of organizational governance, ensuring efficiency, transparency, and accountability in operations. **Financial rules** regulate budgeting, expenditure, and resource allocation, preventing mismanagement and ensuring fiscal discipline. **Service rules** define employee rights, responsibilities, and workplace conduct, fostering a fair and productive work environment. **Establishment rules** govern structural and administrative aspects, including recruitment, hierarchy, and organizational policies, ensuring smooth operations and compliance with legal frameworks. Together, these rules provide a structured framework that enhances decision-making, minimizes risks, and promotes the sustainable growth of an organization.

3. LEARNING OBJECTIVES

The training program on **Financial Rules, Service Rules, and Establishment Rules** is designed to provide participants with a comprehensive understanding of the regulatory framework governing financial management, human resource policies, and administrative procedures in an organization. This program will cover key aspects related to rules, regulations and organizational governance. By equipping participants with in-depth knowledge of these rules, the training aims to enhance compliance, improve decision-making, and ensure efficient and transparent operations within the institution.

4. BROAD PROGRAMME COVERAGE

- Audit procedures and financial accountability
- Compliance with financial regulations and reporting requirements
- Employee rights, responsibilities, and code of conduct
- Recruitment, promotions, and performance evaluation policies
- Leave, benefits, and disciplinary procedures
- Workplace ethics and grievance redressal mechanisms

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.

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: **10 January, 2026**

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: 011-24607376/344/337

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: 011-24607376/344/337

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

11. 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.
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- 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.
-

please visit – <https://npcindia.gov.in/NPC/User/TrainingHeadQuarter> for NPC's training calendar and details of other training programmes



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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **FR/SR and Establishment Rules**

Programme Code: **T2526HRM05**

Programme Duration: **19-23 January 2026**

Venue/ Location: **Sri Vijaya Puram (Port Blair)**

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

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) _____

Signature: _____ Date: _____ and Place: _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____