

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

Dated, Chandigarh the 15<sup>th</sup> July, 2025

To

All the Administrative Secretaries to Govt. Haryana.

**Subject:- Training Program on "Stress Management & Work Life Balance during 18-22 August, 2025 in Ooty, Tamil Nadu- Request for Nominations.**

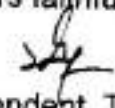
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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 14.07.2025 received from Sh. J.K Singh , regional Director, National Productivity Council, 3<sup>rd</sup> floor, Sudama Bhawan, Boring road Crossing, Patna-800001. 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 15<sup>th</sup> July, 2025

2. A copy of the above is forwarded to Sh. J.K Singh , Regional Director, National Productivity Council, 3<sup>rd</sup> floor, Sudama Bhawan, Boring road Crossing, Patna-800001. w.r.t. his e-mail letter dated 14.07.2025 for information.

  
Superintendent, Training

**Fwd: Training Programme on Stress Management & Work Life Balance during 18th – 22nd August, 2025 in Ooty, Tamil Nadu-request for Nominations**

1 message

SSPS Haryana <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

14 July 2025 at 12:14

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

From: Anurag Rastogi <anurag.rastogi@npcindia.gov.in>  
To: "SSPS Haryana" <ssps@hry.nic.in>  
Date: Mon, 14 Jul 2025 11:44:08 +0530  
Subject: Fwd: Training Programme on Stress Management & Work Life Balance during 18th – 22nd August, 2025 in Ooty, Tamil Nadu-request for Nominations

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

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

From: Shallesh Kumar Vimal <sk.vimal@npcindia.gov.in>  
Date: Mon, 14 Jul 2025 11:21:56 +0530  
Subject: Training Programme on Stress Management & Work Life Balance during 18th – 22nd August, 2025 in Ooty, Tamil Nadu-request for Nominations

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

Dear Sir/Madam,

Greetings from National Productivity Council (NPC)!

**National Productivity Council** is a premier organization under the DPIIT, Ministry of Commerce and Industry, Govt. 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 Training Programme on Stress Management & Work Life Balance during 18th – 22nd August, 2025 in Ooty, Tamil Nadu

Details of the programs are given below:

Training Branch

89956  
14/7/25

<b>Stress Management &amp; Work Life Balance</b>
<b>Programme coverage:</b>
<ul style="list-style-type: none"> <li>Understand the benefits of a work-life balance</li> <li>Recognise the signs of an unbalanced life</li> <li>Understand stress and recognise the symptoms.</li> <li>Measures and strategies to deal with stress effectively.</li> </ul>
<b>Venue: Ooty, Tamil Nadu</b>
<b>Date: 18th – 22nd August, 2025</b>
<b>Arrival day : 18<sup>th</sup> August, 2025 Afternoon</b> (Check in time from afternoon onwards at Hotel/Resort)
<b>Departure day : 22<sup>nd</sup> August, 2025 Forenoon</b> (Check out time from forenoon onwards at Hotel/Resort)
<b>Last Date for Nomination: 4<sup>th</sup> August 2025</b>

**TARGET GROUP**

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor

Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions. The details of the training programme and their coverage enclosed.

#### **PARTICIPANT FEE**

The programme fees on residential basis is Rs. 65,000 plus GST @ 18% amounting to Rs. 76,700/- (Rupees Seventy Six Thousand Seven Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 50,000/- plus GST @ 18% amounting to Rs. 59,000/- (Rupees Fifty Nine Thousand Only) per participant. The residential participation fee includes the cost of accommodation, food, stationery, course material and faculty charges.

#### **FACULTY AND METHODOLOGY**

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

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.

#### **REGISTRATION:**

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: Shri J.K. Singh, Regional Director Patna.

#### **PAYMENT DETAILS**

v Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI

v PAN No: AAATN0402F

v GSTIN: 10AAATN0402F2ZK

v ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch

v A/c No. 02650100000 9207, NEFT/RTGS/IFSC No. IOBA0000265

v In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

#### **GENERAL INSTRUCTIONS**

Ø GST as per GOI Rules (presently @ 18%) & may be revised as per GoI guidelines.

Ø Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.

Ø Please note that NPC would not be in a position to provide accommodation before and after the above dates and participants requiring it would be required to do the arrangement of their own.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs. 65,000 plus GST @ 18% amounting to Rs. 76,700/- (Rupees Seventy Six Thousand Seven Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 50,000/- plus GST @ 18% amounting to Rs. 59,000/- (Rupees Fifty Nine Thousand Only) per participant favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

For any other query, kindly contact Mr. Shailesh Kumar Vimal, Dy. Director at Mob.: 07888724793, and email- sk.vimal@npcindia.gov.in

Thanking you and looking forward to receive nominations.

Yours faithfully

Thanks & Best Regards,

**J K Singh**

Regional Director,

**National Productivity Council**

3rd floor, Sudama Bhawan, Boring Road

Crossing, Patna- 800 001

Phone : 0612-2558311,

Mobile : +91-6202565271

Email : [jksingh@npcindia.gov.in](mailto:jksingh@npcindia.gov.in),

[info@npcindia.gov.in](mailto:info@npcindia.gov.in)

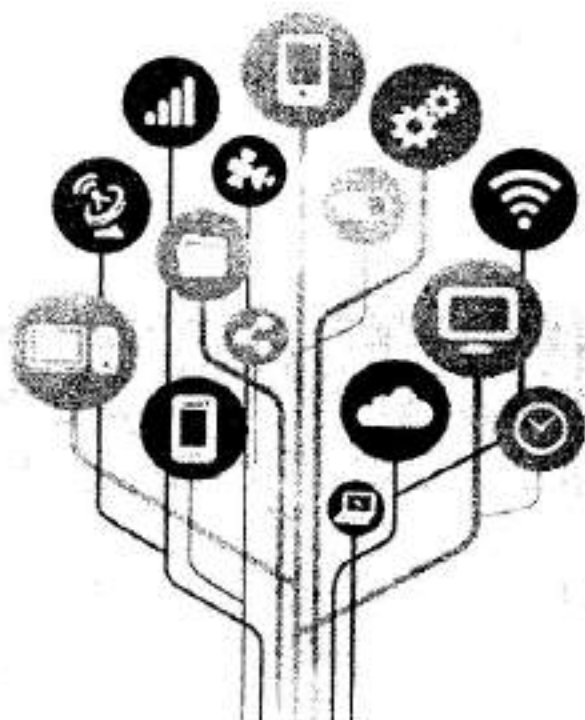


**National Productivity Council**

**Training Programme  
on**

**"Stress Management & Work Life Balance"**

PROGRAMME CODE: (T2526PA703)



**18th – 22nd August, 2025**

**Ooty, Tamil Nadu**



## **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**

The Training program shall tentatively cover the following aspects.

- ❖ 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 & other renowned and experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

<b>Program Venue</b>	Ooty, Tamil Nadu
<b>Programme Fee</b>	Residential Participants ₹ 65000 /- + 18% GST Non –Residential Participants ₹50000 /- + 18% GST
<b>Arrival day</b> (Check in time from afternoon onwards at Hotel/Resort)	18th August, 2025 Afternoon
<b>Departure day</b> (Check out time from forenoon onwards at Hotel/Resort)	22 <sup>nd</sup> August, 2025 Forenoon

## 9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	<b>Online Registration and Payment System</b>
<ul style="list-style-type: none"><li><b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch: A/c No. 026501000009207, IFSC Code IOBA0000265</li><li>DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI</li><li>NPC'S PAN No: AAATN0402F.</li></ul>	<p><b>Nomination for the programme and payment can be done online by visiting</b></p> <p><a href="https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter">https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter</a></p>  <p>(Challan generation, NEFT, RTGS are also available for payment)</p>

• NPC'S 10AAATN0402F2ZK	GSTIN:
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*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: 04.08.2025.**

J K Singh Regional Director, <b>National Productivity Council</b> 3rd floor, Sudama Bhawan, Boring Road Crossing, Patna- 800 001 Phone : 0612-2558311, Mobile : +91-6202565271 Email : jk.singh@npcindia.gov.in , pnma@npcindia.gov	Sh. Shailesh Kr Vimal, Dy. Director Email: sk.vimal@npcindia.gov.in Ph: 0612-2558311 Mobile No.: +91-7888724793;
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## 11. GENERAL INSTRUCTIONS

- 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 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 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.
- 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.



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

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme:

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
- D/D 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: 10AAATN0402F2ZK



# Fwd: Training Programme on Stress Management & Work Life Balance during 18th – 22nd August, 2025 in Ooty, Tamil Nadu-request for Nominations

1 message

SSPS Haryana <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

14 July 2025 at 12:14

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

From: Anurag Rastogi <arastogi@hry.nic.in>

To: "SSPS Haryana" <ssps@hry.nic.in>

Date: Mon, 14 Jul 2025 11:44:08 +0530

Subject: Fwd: Training Programme on Stress Management & Work Life Balance during 18th – 22nd August, 2025 in Ooty, Tamil Nadu-request for Nominations

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

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

From: Shailesh Kumar Vimal <sk.vimal@npcindia.gov.in>

Date: Mon, 14 Jul 2025 11:21:56 +0530

Subject: Training Programme on Stress Management & Work Life Balance during 18th – 22nd August, 2025 in Ooty, Tamil Nadu-request for Nominations

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<b>Departure day :</b> 22 <sup>nd</sup> August, 2025 Forenoon (Check out time from forenoon onwards at Hotel/Resort)
<b>Last Date for Nomination:</b> 4 <sup>th</sup> August 2025

## TARGET GROUP

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For any other query, kindly contact Mr. Shailesh Kumar Vimal, Dy. Director at Mob.: 07888724793, and email- sk.vimal@npcindia.gov.in

Thanking you and looking forward to receive nominations.

Yours faithfully

Thanks & Best Regards,

**J K Singh**

Regional Director,

**National Productivity Council**

3rd floor, Sudama Bhawan, Boring Road

Crossing, Patna- 800 001

Phone : 0612-2558311,

Mobile : +91-6202565271

Email : jk.singh@npcindia.gov.in ,

patna@npcindia.gov.in