

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

Dated, Chandigarh the 11<sup>th</sup> August, 2025

To

All the Administrative Secretaries to Govt. Haryana.

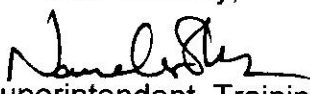

**Subject:- Residential Training Programme on “ LEAP: Leadership Efficiency and Productivity” from 8<sup>th</sup> Sep-12 Sep 2025 at Gangtok- Request for Nominations.**

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Sir/Madam,

I am directed to refer to the subject noted above and to say that a copy of letter along with its enclosures received through email dated 01.08.2025 from National Academy of HRD,LGF,Defence Colony, New Delhi-110024 has been uploaded on the website of Chief Secretary Haryana i.e. (<http://csharyana.gov.in>). I am further directed to request you to take necessary action accordingly.

Yours faithfully,

  
Superintendent, Training 

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

Dated Chandigarh, the 11<sup>th</sup> August, 2025

2. A copy of the above is forwarded to Sh. K.D Bhardwaj, Director & Group Head (CES), National Productivity Council ( Under Ministry of Commerce & Industry, Government of India) 5-6 Institutional Area Lodi Road, New Delhi-110003 w.r.t. his e-mail letter dated 01.08.2025 for information.

—sd—

Superintendent, Training

F.No. 42/04/2024-5 T.B.



Training Branch <branchtrg@gmail.com>

**Fwd: Residential Training Programme on "LEAP: Leadership Efficiency and Productivity" from 8th Sep -12th Sep 2025 at Gangtok - Request for Nominations.**

1 message

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

1 August 2025 at 10:27

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

From: Anurag Rastogi <cs@hry.nic.in>  
To: "SSPS Haryana" <ssps@hry.nic.in>  
Date: Thu, 31 Jul 2025 16:26:37 +0530  
Subject: Fwd: Residential Training Programme on "LEAP: Leadership Efficiency and Productivity" from 8th Sep -12th Sep 2025 at Gangtok - Request for Nominations.

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

Training Branch

9774  
118/25

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

From: Santosh Kumar <santosh.kumar@npcindia.gov.in>  
To: "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>  
Date: Thu, 31 Jul 2025 14:59:08 +0530  
Subject: Residential Training Programme on "LEAP: Leadership Efficiency and Productivity" from 8th Sep -12th Sep 2025 at Gangtok - Request for Nominations.

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

No. T2526ECA03  
Date.: 31/07/2025

**Sub: Residential Training Programme on ?LEAP: Leadership Efficiency and Productivity? from 8<sup>th</sup> Sep -12<sup>th</sup> Sep 2025 at Gangtok - Request for Nominations.**

**Dear Sir/Madam,**

*National Productivity Council is an autonomous organization under the 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, technology and governance-oriented disciplines. National Productivity Council is organizing **residential training program on ?LEAP: Leadership Efficiency and Productivity?** from 8<sup>th</sup> Sep -12<sup>th</sup> Sep 2025 at Gangtok

## **PROGRAMME THEME**

*LEAP ? Leadership, Efficiency and Productivity ? is designed to empower current and emerging leaders with the skills and insights needed to lead with vision, manage with purpose, and deliver results.*

*This program focuses on building leadership competencies that enhance both individual and organizational efficiency. It emphasizes the importance of strategic thinking, decision-making, communication, and people management as key pillars of productive leadership. By integrating practical tools and techniques for time management, goal setting, performance tracking and overall workplace productivity.*

*The program also addresses the challenges of leading in the digital era, managing change, and sustaining high performance in a hybrid or fast-paced work environment. Through interactive sessions, case studies, and leadership assessments, participants will gain a deeper understanding of their leadership style and learn how to align it with organizational goals to maximize impact.*

## **LEARNING OBJECTIVES**

This training program aims to equip participants with:

- A clear understanding of effective leadership roles and responsibilities
- Skills to improve personal and team productivity
- Tools and techniques for better time and task management
- Strategies to enhance communication and decision-making
- Methods for setting goals and managing performance
- Approaches to lead teams through change and challenges
- Insights into building a positive and accountable work culture
- Self-awareness of leadership style and how to apply it effectively

## **BROAD PROGRAMME COVERAGE**

The training program will cover the following key areas:

- Understanding the fundamentals of leadership and its importance in today's workplace
  - Building and leading high-performing teams
  - Time management and personal productivity techniques
  - Goal setting, planning, and prioritization for better results
  - Effective communication and active listening skills
  - Decision-making and problem-solving strategies
-

- Managing change and leading through uncertainty
- Performance management and employee motivation

## 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.

## PARTICIPANT FEE

*The programme fees on residential basis is Rs. 70,000 plus GST @ 18% amounting to Rs. 82,600/- (Rupees Eighty-Two Thousand Six Hundred Only.) Per Participant. The Non-residential participation fees will be Rs. 55,000/- plus GST @ 18% amounting to Rs. 64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) per participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.*

## 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.*

## VENUE & DATES

Programme Dates & Venues	8 <sup>th</sup> -12 <sup>th</sup> September 2025 at Gangtok
Programme Code	T2526ECA03
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	September 08, 2025 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	September 12, 2025 Forenoon

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

## **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: K.D. Bhardwaj, Director & Group Head (ECA).*

## **PAYMENT DETAILS**

*Ø 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*

*Ø PAN No: AAATN0402F*

*Ø GSTIN: 07AAATN0402F1Z8*

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

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

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

## **GENERAL INSTRUCTIONS**

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

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

- 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 confident that your organization will seize this opportunity by nominating delegates for the programme. Nominations should include the participant's name, designation, contact address, email ID, phone/mobile number, and fax number, along with the applicable participation fee.*

*The residential participation fee is Rs. 70,000/- plus 18% GST, amounting to a total of Rs. 82,600/- (Rupees Eighty-Two Thousand Six Hundred Only) per participant. The non-residential participation fee is Rs. 55,000/- plus 18% GST, totaling Rs. 64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) per participant.*

*Payment should be made via ECS, or through a crossed cheque/demand draft drawn in favour of ?National Productivity Council?, payable at New Delhi, and forwarded to the undersigned.*

***The last date for nominations 28<sup>th</sup> August 2025***

**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. Lalit Kamde, Dy. Director at Phone: 011-24607310, Mob.: 09860439586, and email- : [ls.kamde@npcindia.gov.in](mailto:ls.kamde@npcindia.gov.in)

Thanking you and looking forward to receiving nominations.

Yours faithfully

Thanks & Best Regards,

**K.D. Bhardwaj**

**Director & Group Head (ECA),**

National Productivity Council,

(Under Ministry of Commerce & Industry, Govt. of India)

5-6 Institutional Area

Lodi Road, New Delhi ? 110003

Email: [kd.bhardwaj@npcindia.gov.in](mailto:kd.bhardwaj@npcindia.gov.in)

Website: [www.npcindia.gov.in](http://www.npcindia.gov.in)

**Online Brochure: [https://www.npcindia.gov.in/NPC/Uploads/training\\_head/Headquater/T2526ECA0332816.pdf](https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/T2526ECA0332816.pdf)**

<b>Forthcoming Training Programme</b>				
<b>S. No.</b>	<b>Title of the training programme</b>	<b>Duration &amp; Date</b>	<b>Venue</b>	<b>Fee Per Participants (excluding 18% GST)</b>
1.	Human Rights, Anti-Corruption, and Anti-Bribery: Strengthening Transparent Governance in ESG	15-19 Dec, 2025	Goa	Rs.70,000/- (R) Rs. 55,000/- (NR)
2.	Environmental, Social, and Governance (ESG): A Pathway to Sustainability and Net-Zero Transition	19-23 Jan, 2026	Sri Vijaya Puram (Port Blair)	Rs.70,000/- (R) Rs. 55,000/- (NR)
<b>*R- Residential    *NR- Non-Residential</b>				