

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

Dated, Chandigarh the 18th May, 2026

To

All the Administrative Secretaries to Government, Haryana.

Subject: Nomination for Residential training programme scheduled by National Productivity Council, Chandigarh.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 05.05.2026 received from Sh. Ashok Kumar, In-Charge Regional Director, National Productivity Council (under Ministry of Commerce & Industry, Govt. of India), CRRID Campus, Centre for Research in Rural and Industrial Development, Plot No. 2A, Madhya Marg, Sector-19A, Chandigarh alongwith enclosures for further necessary action. This letter has also been uploaded on the website of Chief Secretary Haryana i.e <http://csharyana.gov.in>.

The necessary action may be taken in view of Government Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,


Deputy Superintendent, Training

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

Dated Chandigarh, the 18th May, 2026

A copy of the above is forwarded to the Sh. Ashok Kumar, In-Charge Regional Director, National Productivity Council (under Ministry of Commerce & Industry, Govt. of India), CRRID Campus, Centre for Research in Rural and Industrial Development, Plot No. 2A, Madhya Marg, Sector-19A, Chandigarh w.r.t e-mail dated 05.05.2026 for information.


Deputy Superintendent, Training

Nomination for Residential training programme scheduled by National Productivity Council, Chandigarh


1 message

Ashok Kumar <ashok.kumar@npcindia.gov.in>
To: cs <cs@karnataka.gov.in>
Bcc: branchtrg@gmail.com

Training Branch

CFMS/Diary No...5.1132...

Dated06/05/26.....

 5 May 2026 at 16:04
S. Trig.

Respected Sir/Madam

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry, Govt. of India) is organizing following Residential Training Programme on:

- Training Programme on "Leadership & Managerial Excellence for Effective Administration" from 08-12 June 2026 at Leh (Hotel Reenam)
https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/T2627CHD01216514.pdf
- Training Programme on "Digital Transformation for Improving Public-Sector Productivity" from 22-26 June 2026 at Srinagar (Jammu & Kashmir)
https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/T2627CHD02207404.pdf

The brochure containing detailed information about the programme (course coverage & programme fee) are attached in above link. You are requested to nominate personnel from your organization to participate in these programmes. The number of seats is limited, and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Regards,
Ashok Kumar
In-Charge Regional Director
NATIONAL PRODUCTIVITY COUNCIL
Under Ministry of Commerce & Industry, Govt. of India
CRRID Campus, Centre for Research in Rural and Industrial Development,
Plot No 2A, Madhya Marg, Sector 19 A, Chandigarh- 160019
Mobile: +91 9888481938
Website: <http://www.npcindia.gov.in>

2 attachments

 Training Brochure-RTP on Digital Transformation for Improving Public Sector Productivity -Srinagar.pdf
531K

 Training Brochure-RTP on Leadership and Managerial Excellence for Effective Administration at Hotel Reenam Leh.pdf
522K



National Productivity Council, Chandigarh

Training Programme
on
**Digital Transformation for Improving Public-Sector
Productivity**

PROGRAMME CODE: (T2627CHD02)

22nd-26th June 2026

Srinagar (Jammu & Kashmir)



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 programme focuses on leveraging digital tools and technologies to streamline processes, improve efficiency, and strengthen transparency in public institutions. It aims to equip officials with the skills needed to adapt to evolving digital ecosystems and deliver citizen-centric services. By integrating innovation with governance practices, the initiative seeks to build agile, accountable, and high-performing public systems. Ultimately, it promotes a culture of continuous improvement and data-driven decision-making in the public sector.

3. LEARNING OBJECTIVE

The objective of the training is to equip participants with the knowledge and practical skills to understand key concepts of digital transformation and its role in improving public-sector productivity. The programme will enhance their ability to adopt innovative technologies, improve service delivery, and promote transparency and efficiency. It will also provide practical insights to plan and implement digital initiatives effectively within their departments.

4. BROAD PROGRAMME COVERAGE

- Fundamentals of digital transformation and e-governance
- Process re-engineering for improved efficiency and productivity
- Use of digital tools and emerging technologies in public Sector
- Data-driven decision-making and performance management
- Enhancing transparency, accountability, and citizen-centric service delivery
- Change management and digital leadership in government
- Cybersecurity and data protection in public systems
- Planning and implementation of digital initiatives and best practices

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	T2526CHD02	
Program Venue	Hotel _____, Srinagar	
Programme Fee	Residential Participants ₹ _70,000_____ /- + 18% GST	Non-Residential Participants ₹ __55,000_____ /- + 18% GST
For Residential Participants	Check-in at hotel- (12:00 pm) on 22 nd June 2026 Check-out from Hotel - (9:00 am) on 26 th June, 2026	

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:** 04AAATN0402F2ZD

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.

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)

Ashok Kumar In Charge Regional Director National Productivity Council, CRRID Campus, Centre for Research in Rural and Industrial Development, Plot No 2A, Madhya Marg, Sector 19 A, Chandigarh Mobile No. 9888481938 Email: ashok.kumar@npcindia.gov.in	Sh. Suvyendu Shivakar, Deputy Director Mobile No.: +91-6287872655 Email: suvyendu.s@npcindia.gov.in
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NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Digital Transformation for Improving Public-sector Productivity

Programme Code: TP2627CHD02

Programme Duration: 22nd June –26th June 2026

Venue/ Location: Srinagar

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					

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 program.
- ❖ 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.
- ❖ 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, Chandigarh

Training Programme
on
**Leadership & Managerial Excellence for Effective
Administration**

PROGRAMME CODE: (T2627CHD01)

08-12th June 2026

Leh (Ladakh)



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 programme focuses on enhancing leadership and managerial competencies among government officials to improve decision-making, team performance, and service delivery. It aims to build effective administrative systems through strategic thinking, innovation, and people-centric governance.

3. LEARNING OBJECTIVE

The objective of the training is to equip participants with essential leadership and managerial skills required for effective administration. Participants will develop the ability to make informed decisions, manage teams efficiently, and handle administrative challenges with confidence. The programme will enhance their capacity to foster collaboration, improve workplace productivity, and promote accountability and ethical governance. It will also provide practical insights to strengthen communication, problem-solving, and result-oriented management practices.

4. BROAD PROGRAMME COVERAGE

- Principles of leadership and managerial effectiveness
- Decision-making and problem-solving in administration
- Communication and interpersonal skills for leaders
- Team building, motivation, and conflict management
- Time management and productivity enhancement
- Emotional intelligence and leadership behaviour
- Ethics, accountability, and good governance practices
- Managing change and innovation in government organizations
- Performance management and result-oriented administration

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	T2627CHD01	
Program Venue	Reenam Hotel, Leh (Ladakh)	
Programme Fee	Residential Participants ₹ _70,000_____ /- + 18% GST	Non-Residential Participants ₹ _55,000_____ /- + 18% GST
For Residential Participants	Check-in at hotel- (12:00 pm) on 8 th June 2026 Check-out from Hotel - (9:00 am) on 12 th June, 2026	

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:** 04AAATN0402F2ZD

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.

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: 25th May 2026

Ashok Kumar
In Charge Regional Director
National Productivity Council,
CRRID Campus, Centre for Research in Rural and
Industrial Development, Plot No 2A, Madhya Marg,
Sector 19 A, Chandigarh
Mobile No. 9888481938
Email: ashok.kumar@npcindia.gov.in

Sh. Suvyendu Shivakar,
Deputy Director
Mobile No.: +91-6287872655
Email: suvyendu.s@npcindia.gov.in

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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Leadership & Managerial Excellence for Effective Administration

Productivity Programme Code: TP2627CHD01

Programme Duration: 8th June –12th June 2026

Venue/ Location: Leh

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					

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)
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SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

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- 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: _____

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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.