

No.42/03/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 4th July, 2023.

To

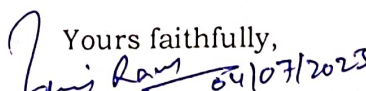
All the Administrative Secretaries of Haryana State.

Subject: - NPC Residential Training Programme on " Advanced Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff " form July 17th - 21st, 2023 at Manali - Request for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of email letter dated 16.06.2023 received from National productivity Council ,5-6 Institutional Area, Lodhi Road, New Delhi-110003, has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

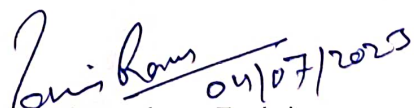
It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,

Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 4th July, 2023

A copy is forwarded to, **National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi-110003 w.r.t his e-mail letter dated 16.06.2023** for information.


Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

NPC Residential Training Program on "Advanced Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" From 17th - 21st July, 2023 at MANALI.

1 message

vikas.meena@npcindia.gov.in <vikas.meena@npcindia.gov.in>
Reply-To: vikas.meena@npcindia.gov.in
To: branchtrg@gmail.com

16 June 2023 at 09:24

Training Branch

Diary No. 85501

Dated 16/06/2023



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

www.npcindia.gov.in

No: IE/GN/T12/462/23-24

Dear Sir,

The National Productivity Council is pleased to announce its Residential Training Program on "Advanced Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff" From 17th - 21st July 2023 at MANALI (Himachal Pradesh).

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping the above in view, the training programme aims at providing an insight to the participants about various requisite behavioral, technical/digital skills, tools and techniques on secretarial effectiveness for delivering better quality of work.

This training programme has been designed for participants across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, and Academic Institutions, etc.

The Programme fee of ₹ 58500 /- + 18% GST for residential participants is inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or ₹ 36000 /- + 18% GST for non-residential participants is inclusive of lunch, course material kit, and professional charges.

The program's aims, coverage, participant profile, methodology, professors, dates, location, participation cost, and registration process are all fully described in the brochure.

We are sure that you would take advantage of this and nominate a few officials from your organization. The detailed brochure is also available on <http://www.npcindia.gov.in>. Kindly feel free to call us on 8866943946 or mail at vikas.meena@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and early response.

Thanking you,

Yours sincerely,

Vikas Meena

Deputy Director

ANNUAL TRAINING CALENDAR OF RESIDENTIAL PROGRAMMES (2023-24)

You can send your nominations on email: vikas.meena@npcindia.gov.in

Sr. No.	Title of Programme	Date	Levels	Location	Programme Fee (Excluding GST) in Rs. (Residential)	Programme Fee (Excluding GST) in Rs. (Non-Residential)
1	Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff.	17-21 July, 2023	PA / PS/PPS, Administrative/Accounts Staff	Manali	Rs. 58500	Rs.36000
2	Productivity Improvement through Team Building and Effective Communication.	18-22 September, 2023	All Levels	Goa	Rs. 58500	Rs.36000
3	Office effectiveness Management with focus on Lean office, 5S and Productivity improvement practices.	20 –24 November, 2023	All Levels	Jaisalmer	Rs. 58500	Rs.36000
4	Digital Transformation through E-Governance & ICT.	18-22 December, 2023	All Levels	Goa	Rs. 58500	Rs.36000
5	Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff	15-19 January, 2024	PA / PS/PPS, Administrative/Accounts Staff	Puri	Rs. 58500	Rs.36000
6	Advance Course on Modern Office and Productivity Management.	12-16 February, 2024	All Levels	Goa	Rs. 58500	Rs.36000
7	Systematic Problem Solving, Conflict resolution and change Management.	18-22 March, 2024	All Levels	Gangtok	Rs. 58500	Rs.36000



NATIONAL PRODUCTIVITY COUNCIL

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

vikas.meena@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Training Programme:

Programme Duration (Date):

Location:

Details of Nominated Participants:

Sr. 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):

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

You can also describe your training needs or the training requirements of your organization on our Google form: <https://forms.gle/TJhFVTGVKNBFBg9v9>

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