

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

Dated, Chandigarh the 11th December, 2023

To

All the Administrative Secretaries of Haryana State.

Subject: - Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" from 29th January, 2024 to 02nd February, 2024 at Goa –Request for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to enclose herewith an e-mail letter dated 05.12.2023 received from Sh. G. Saravanan, Director & Group Head (Inspection Division), National Productivity Council (Under Department for Promotion of Industry and Internal Trade), Ministry of Commerce and Industry (Govt. of India), 5-6 Institutional Area, Lodi Road, New Delhi-110003, 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,



Deputy Superintendent, Training

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

Dated Chandigarh, the 11th December, 2023

A copy of the above is forwarded to Sh. G. Saravanan, Director & Group Head (Inspection Division), National Productivity Council (Under Department for Promotion of Industry and Internal Trade), Ministry of Commerce and Industry (Govt. of India), 5-6 Institutional Area, Lodi Road, New Delhi-110003 w.r.t his Email letter dated 21.11.2023 for information.



Deputy Superintendent, Training

Fwd: Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" at Goa during 29th Januray-2nd February, 2024

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

5 December 2023 at 12:03

2
6/12/23
35g

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Tuesday, December 5, 2023 6:22:22 AM
Subject: Fwd: Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" at Goa during 29th Januray-2nd February, 2024

Sent: Tuesday, December 5, 2023 11:32:23 AM
Subject: Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" at Goa during 29th Januray-2nd February, 2024

No: HQ/ID/T/01/2023-24

Date: 19/11/2023

Sub: Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" at Goa during 29th Januray-2nd February, 2024

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, New Delhi (Under Ministry of Commerce & Industry) is organizing the above-mentioned residential training programme during 29th January-2nd February, 2024 at Goa.

As you are aware that managing an organization and improving its performance on continuous basis requires efficient and effective leaders, managers and administrators especially in today's complex work environment and highly competitive scenario. Also, high customer expectations and global economy have posed numerous challenges for the organizations to improve their image and performance. It is therefore essential for the top management/senior managers/officers to know modern management practices in order to identify, develop and sustain their competitive advantage.

The programme is designed keeping in view that government, public sector and private organizations must train their officers/managers to develop requisite leadership, managerial and administrative skills so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives.

This training programme will help the participants to develop effective leadership, managerial and administrative qualities by understanding the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve performance of the organization

A brochure containing detailed information about the programme is enclosed. You are requested to nominate senior officers from your organization to participate in this programme. The number of seats are limited and nominations will be accepted on first-cum-first served basis.

Thanking you,

Yours truly,

(G.Saravanan)

Director & Group Head(Inspection Division)

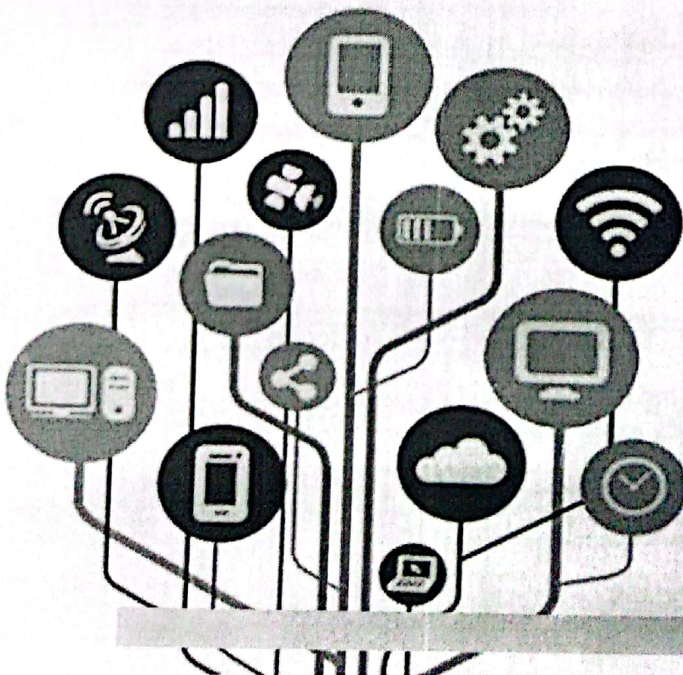


National Productivity Council

**Training Programme
on
Improving
Leadership, Managerial
and Administrative Skills**

PROGRAMME CODE: TP/23-24/92

**29th Jan-2nd Feb 2024
(Goa)**



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 organizations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Managing an organization and improving its performance on continuous basis requires efficient and effective leaders, managers and administrators especially in today's complex work environment and highly competitive scenario. High customer expectations and global economy have posed numerous challenges for the organizations to improve their image and performance. It is therefore essential for the top management/senior managers/officers to know modern management practices in order to identify, develop and sustain their competitive advantage.

The programme is designed keeping in view that government, public sector and private organizations must train their officers/managers to develop requisite leadership, managerial and administrative skills so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives.

This training programme will help the participants to develop effective leadership, managerial and administrative qualities by understanding the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve performance of the organization.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- To improve leadership, managerial and administrative skills among the participants
- To explain advance management techniques for management and control of organizational functioning
- To discuss implementation of advanced management techniques for improving managerial effectiveness
- To develop top management/managers/officers for future challenges

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Effective Leadership and Managerial Skills
- Motivation and Team building
- Personality Development
- Modern HR Practices
- Modern Performance Management System
- Time and Stress Management

- Knowledge Management
- Total Quality Management
- Customer Relationship Management
- Conflict Resolution
- Crisis Management
- Change Management
- Participative Management

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, Autonomous Organizations, 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	TP/23-24/92	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST	Non-Residential Participants ₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at Hotel - 12:00 P.M on 29.01.2024 Check-out from Hotel – 09:00 AM on 02.02.2024	

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:

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road, New Delhi – 110003
Tel: 011-24607319
Mobile: 8169039962
Email Id: npctraining@npcindia.gov.in

- **Last Date for receiving of Nominations: 20th January 2024**

Note: Participants are requested 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, 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 programme.
- ❖ The Non Residential programme fee covers the professional fee towards training, lunch and refreshments during the training programme. 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 programme.
- ❖ 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
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

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
- DD/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: 07AAATN0402F1Z8



Improving Leadership, Managerial and Administrative Skills



National Productivity Council
 (Under Department for Promotion of Industry and Internal Trade)
 Ministry of Commerce and Industry (Government of India)
 5-6 Institutional Area, Lodi Road, New Delhi-110003
 Tel: +91-11-24607319, Mobile: 8169039962
 Email: npctraining@npcindia.gov.in