

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

Dated, Chandigarh the 18th December, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Regarding Training Programme on “Digital Transformation of Organisation” from 29.01.2024 to 02.02. 2024 at Goa.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 08.12.2023 received from National Productivity Council (Under Ministry of Commerce & Industry Govt. of India), 5-6 Institutional Area, Lodhi Road, New Delhi -110003. 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,

Ami Rana
18/12/23

Deputy Superintendent, Training

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

Dated Chandigarh, the 18th December, 2023.

A copy of the above is forwarded to National Productivity Council (Under Ministry of Commerce & Industry Govt. of India), 5-6 Institutional Area, Lodhi Road, New Delhi -110003 w.r.t his Email letter dated 08.12.2023 for information.

Ami Rana
18/12/23

Deputy Superintendent, Training

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Training Program on "Digital Transformation of Organisation" at Goa- Reg

1 message

Shri Subhra Seal <subhra.seal@npcindia.gov.in>
To: branchtrg@gmail.com, ssps@hry.nic.in

8 December 2023 at 06:47

Respected Sir / Madam,

Greetings from **National Productivity Council Guwahati**.

As you might be aware, the National Productivity Council, Guwahati, under the aegis of the Ministry of Commerce & Industry, Govt. of India has been periodically conducting various functional as well as Skill Development Training Programs / Workshops round the year for different categories of personnel of the Central and State Governments, Public Sector Undertakings (Central and State), Autonomous Bodies etc. under the National Training Policy guidelines of the Govt. of India.

The basic objectives of these programs are to enhance the skill and knowledge development of human resources with a focus on capacity building of human resources, striving to achieve excellence in work culture, enhancing production and productivity and facing competition for the present and future. Ultimately, the organisation stands to gain in the long run through their human resource development.

In this regard, we are pleased to announce that a Training program on **Digital Transformation of Organization** has been scheduled at Goa from **29th Jan 2024 to 2nd Feb 2024**. In this regard, a detailed brochure is appended below.

We request you to kindly nominate officials from your organisation for the Training program. For any further details the program coordinator may be contacted on +91-8638265625

Yours Sincerely,

Warm Regards

Subhra Seal

Deputy Director

राष्ट्रीय उत्पादकता परिषद

National Productivity Council

(Under DPIIT, Ministry of Commerce & Industry, Govt)

2nd Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati -781007

www.npcindia.gov.in

Training Program on

Digital Transformation of Organization at Goa from 29th Jan 2024 to 2nd Feb 2024

1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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

Digital Transformation has become indispensable across the world for organizational sustainability. E-Governance is becoming the new norm and has become a vital vehicle for delivering services for private, public sector, Governments and NGOs. The spectrum of visibility to the events in an organization is enabling leaders to make informed decisions and address organization problems with greater maturity. Organizations have been allocating significant budgets for their digital initiatives. Post COVID, the scenario would be even more accentuated in terms of building and usage of digital platforms. While time and budget are critical constraints that define how much organizations change through digital culture, availability of right skills, particularly domain and project management specialization, is the most important factor that determines success of digital initiatives.

3. LEARNING OBJECTIVES

This course aims at imparting essential knowledge areas pertaining to envisaging, designing, building, realizing, and sustaining efficient and effective digital platforms. This course is for leaders who aspire to be part of the digital transformation initiatives in their respective organizations.

4. BROAD PROGRAM COVERAGE

The following topics shall be covered during the training Program

- Introduction to Digital Transformation and Global e-Governance Initiatives
- Evolution of Digital Technologies with Emphasis on Industry 4.0 Landscape
- Business/Government Process Reengineering concepts
- Digital Organization Culture and Technology Change Management
- Leveraging Big Data and Analytics for enhancing Organizational Productivity



NATIONAL PRODUCTIVITY COUNCIL

TRAINING PROGRAM ON
**DIGITAL
TRANSFORMATION
OF ORGANISATION**

29th Jan 2024 to 2nd Feb 2024

PROGRAM CODE : TP/23-24/74

Goa

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- ❖ Business/Government Process Reengineering concepts
- ❖ Digital Organization Culture and Technology Change Management
- ❖ Leveraging Big Data and Analytics for enhancing Organizational Productivity
- ❖ Introduction to AI and ML concepts; Roadmap for futuristic organization
- ❖ Cybersecurity essentials for a secure organization
- ❖ Introduction to Block Chain technology
- ❖ IT Governance and Digital Strategy essentials for Effective IT Leadership

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 across middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

7. FACULTY

The faculty for the training programme may comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations

8. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/74	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST	Non-Residential Participants ₹ 39500/- + 18% GST
For Residential Participants	Check-in at hotel: 12 noon onwards on 29 th January 2024 Check-out from Hotel: Before 11 am on 2 nd February 2024	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with the 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
Email Id: guwahati@npcindia.gov.in
Tel: 011-24607319 / 0361-3512552

Last date for Receiving nominations: 17.01.2024

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 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. Boarding and lodging facilities shall not be provided to Non-residential participants
- ❖ 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
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



National Productivity Council

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