

42/01/2024-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 29th September, 2025

To

All the Administrative Secretaries of Haryana State.

Subject: - Seeking nominations for Training Programme on "Retirement, Wellness & Succession Planning" during 6-10 October 2025 at Munnar, Kerala.

Sir/Madam,

I am directed to refer the subject noted above and to say that a copy of e-mail dated 18.09.2025 received through email from Sh. Vikas Meena, Deputy Director, for Regional Director, National Productivity Council, E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhinagar, Gujrat has been uploaded on the website of Chief Secretary, Haryana i.e (<http://csharyana.gov.in>) for taking necessary action in view of Government letter No. 22/38/2010- 4Trg. Dated 21.12.2022.

Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 29th September, 2025
A copy is forwarded to Sh. Vikas Meena, Deputy Director, for Regional Director, National Productivity Council, E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhinagar, Gujrat w.r.t his email dated 18.09.2025 for information.

— Sd —
Superintendent, Training

Fwd: Seeking nominations for Training Programme on "Retirement, Wellness & Succession Planning" during 6-10 October 2025 at Munnar, Kerala.

1 message

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

18 September 2025 at 09:12

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

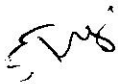
From: Anurag Rastogi <cs@hry.nic.in>
To: "SSPS Haryana" <ssps@hry.nic.in>
Date: Wed, 17 Sep 2025 17:22:31 +0530
Subject: Fwd: Seeking nominations for Training Programme on "Retirement, Wellness & Succession Planning" during 6-10 October 2025 at Munnar, Kerala.

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

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

From: <vikas.meena@npcindia.gov.in>
To: "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>
Date: Wed, 17 Sep 2025 16:03:41 +0530
Subject: Seeking nominations for Training Programme on "Retirement, Wellness & Succession Planning" during 6-10 October 2025 at Munnar, Kerala.

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





NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

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

www.npcindia.gov.in

ing Etc.

118950

18/9/25

No. JP/SRT/2025-26/07

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its Training Programme on "Retirement, Wellness & Succession Planning" during 6-10 October 2025 at Munnar, Kerala.

NPC has designed a condensed training programme touching Retirement, Wellness & Succession Planning to enhance the knowledge and skills of the government and public sector officials. The programme makes aware govt./public sector officials with the psychological process of transition and prepares them for smooth superannuation benefitting the department/office. The programme also equips the participants with tools/techniques for enhancing mental wellness leading to a healthier, more productive workplace and home environment. The programme also aims at facilitating the participants to acquire competencies considered necessary for passing on their wisdom and responsibilities to the successors effectively and efficiently.

The programme is designed for officials working across different functional areas of management from central & state government departments, academic institutions, public sector undertakings, private sector, co-operative sector organizations, autonomous institutions, financial institutions, NBFCs, corporations, labour unions/associations etc.

The **brochure** with programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal. The Programme fee for residential participants is **Rs.70,000/- + 18% GST (Rs. Seventy Thousand Only + 18% GST)** inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or for non-residential participants is **Rs.55,000/- + 18% GST (Rs. Fifty Five Thousand Only + 18% GST)** inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this programme and nominate a few officials from your organization. Kindly feel free to call us at **0141-2703573, 2702935, 8826628448, 9414387196** or email us at jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you

Yours Sincerely,

सादर / Thanks & Regards,
विकास मीणा / Vikas Meena
उप निदेशक / Deputy Director
कृते क्षेत्रीय निदेशक / For Regional Director
राष्ट्रीय उत्पादकता परिषद् / National Productivity Council
(Under Department for Promotion of Industry and Internal Trade,
Ministry of Commerce & Industry, Government of India)
E-5 जी आई डी सी इलेक्ट्रॉनिक एस्टेट, गाँधीनगर, गुजरात 382-028 /
E-5 GIDC Electronic Estate Gandhinagar, Gujarat 382028,
भारत गणराज्य / Republic of India.
मोबाइल / Mobile: +91 88669 43946,
ई मेल / Email: vikas.meena@npcindia.gov.in,
वेबसाइट / Website: www.npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
announces Training Programme on
“Retirement, Wellness & Succession Planning”
during **6-10 October 2025**
at **Munnar, Kerala**

INTRODUCTION

NPC has designed a condensed training programme touching Retirement, Wellness & Succession Planning to enhance the knowledge and skills of the government and public sector officials. The programme makes aware govt./public sector officials with the psychological process of transition, and prepares them for smooth superannuation benefitting the department/office. The programme also equips the participants with tools/techniques for enhancing mental wellness leading to a healthier, more productive workplace and home environment. The programme also aims at facilitating the participants to acquire competencies considered necessary for passing on their wisdom and responsibilities to the successors effectively and efficiently.

OBJECTIVES

The programme aims at enhancing organization’s administrative effectiveness by exposing participants:

- To the psychological process of transition upon superannuation
- To enhancing mental wellness by various techniques
- To the need and process of passing over the baton to the concepts of leadership and challenges for transformation in an organization

CONTENTS

- Types of Retirement (full, phased, early, post-career engagement) along with financial literacy options available
- Retirement Lifestyle Planning
- Tackling Retirement Fears and Challenges
- Understanding the Concept of Wellness and its Pillars
- Preventing Burnout and Stress related issues
- Execution of Work Life Balance strategies
- Succession planning, Significance and Risks
- Identifying a Talent Pipeline, Successors and Mentoring
- Creating a Personal/Organizational Planning Timeline

TARGET GROUP

The programme is designed for officials working across different functional areas of management from central & state government departments, academic institutions, public sector undertakings, private sector, co-operative sector organizations, autonomous institutions, financial institutions, NBFCs, corporations, labour unions/associations etc.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 70,000 /- + 18% GST per participant. (Rs. Seventy Thousand Only + 18% GST. The Non-residential participation fes will be Rs. 55,000/- + 18% GST per participant (Rs. Fifty Five Thousand Only + GST. The residential participation fee includes the cost of accommodation, food, stationary, course material and professional charges. The non-residential participation fee includes lunch, stationary, course material and professional charges. The programme is Residential/ Non-Residential as opted.

FACULTY AND METHODOLOGY

The faculty would include from NPC & invited speakers from organizations of eminence. Methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises.

VENUE & DATES:

Programme Dates & Venues	October 6-10, 2025 Hotel Sterling, Munnar, Kerala
Arrival day (Check in time at Hotel) Programme starts (inauguration and orientation session)	06 October 2025 - 1300 hrs. 06 October 2025 - 1600 hrs.
Programme concludes at (Certificate Distribution) Departure day (Check out time at Hotel)	10 October 2025 - 1000 hrs. 10 October 2025 - 1100 hrs.

Early Check-In and Late Check-out is subject to availability of rooms at the hotel

REGISTRATION:

Nominations along with participants details, name, designation, organisation, contact address, email, GST No. of organisation phone, mobile no. whether residential or non-residential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur at least 7 days before the start of the programme to:

The Programme Director
National Productivity Council
SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan

PAYMENT DETAILS:

1. Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
2. PAN NO: AAATN0402F, GST No. 08AAATN0402F1Z6
3. ECS Payment Details: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004
A/c No. 40084592614, NEFT/RTGS/IFSC No. SBIN0031477, Branch Code : 031477
4. In case of ECS Payment, the payment details shall be intimated accordingly.

GENERAL INSTRUCTIONS:

- ☐ Kindly provide GST No. of the organisation for issuance of the bill.
- ☐ GST as per GoI Rules (presently @ 18%).
- ☐ Overstay if any must be settled by participants directly to the hotel.

FOR FURTHER DETAILS PLEASE CONTACT:

Programme Director
National Productivity Council
SB-96, JLN Marg, Bapu Nagar,
Jaipur – 302015, Rajasthan
Ph. 0141-2702935, 2703573 Mobile No: 8826628448
E-Mail: jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in Website: www.npcindia.gov.in
Save Paper, Save Tree, Save Environment. Please don't print this e-mail unless you really need to.