

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

Dated, Chandigarh the 9<sup>th</sup> February, 2026

To

All the Administrative Secretaries of Haryana State.

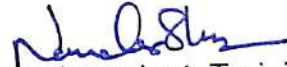
**Subject: - Training Program on "Team Building and Leadership" at Silver Sands Sea Princess Beach Resort, Port Blair, during 2<sup>nd</sup> to 6<sup>th</sup> March, 2026.**

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Sir/Madam,

I am directed to refer the subject noted above and to say that a copy of e-mail dated 14.01.2026 received through email from Sh. M. Natarajan, Director, National Productivity Council,( Under Ministry of Commerce& Industry, Government of India) 6, Aavin Dairy Road, Ambattur Industrial Estate(North), Ambattur , Chennai-600050 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 9<sup>th</sup> February, 2026

A copy is forwarded to Sh. M. Natarajan, Director, National Productivity Council,( Under Ministry of Commerce& Industry, Government of India) 6, Aavin Dairy Road, Ambattur Industrial Estate(North), Ambattur , Chennai-600050 w.r.t his email dated 14.01.2026 for information.

—Sd—  
Superintendent, Training

**Fwd: Training programme on "Team Building and Leadership" at Silver Sands Sea Princess Beach Resort, Port Blair, during 2nd to 6th March 2026 -reg.**

1 message

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

14 January 2026 at 15:59

*Handwritten signature*  
14/1/26

*Handwritten signature*

===== Forwarded message =====  
From: Anurag Rastogi <cs@hry.nic.in>  
To: "SPS Haryana" <ssps@hry.nic.in>  
Date: Wed, 14 Jan 2026 15:57:42 +0530  
Subject: Fwd: Training programme on "Team Building and Leadership" at Silver Sands Sea Princess Beach Resort, Port Blair, during 2nd to 6th March 2026 -reg.  
===== Forwarded message =====

Training Branch

CFMS/Diary No. 6077

Dated 15/1/26

===== Forwarded message =====  
From: M Natarajan <m.natarajan@npcindia.gov.in>  
Date: Wed, 14 Jan 2026 15:41:40 +0530  
Subject: Training programme on "Team Building and Leadership" at Silver Sands Sea Princess Beach Resort, Port Blair, during 2nd to 6th March 2026 -reg.  
===== Forwarded message =====

Chennai,  
January 14, 2026

Sir/ Madam,

Greetings!!

At the outset we wish you and your family a Happy & Propserous New Year 2026.

We are glad to announce the above training program at Sri Vijayapuram, formerly known as Port Blair.

Team building is a management technique used to improve the efficiency and performance of the workgroups in an organization through various activities. Team leaders play a key role in this. Managing an organization and improving its performance on continuous basis requires efficient and effective leaders, especially in today's complex and competitive World. Essentially, leaders are responsible for nurturing the skills of individual employees and bringing them together to work as a cohesive team

National Productivity Council, Chennai, is organizing the above-mentioned training program at Sea Princess Beach Resort, Port Blair. The main objective of the program is to enhance the knowledge and skills required to build effective teams, and to develop the right qualities in the participants to become an effective leader.

A brochure mentioning the details like program objectives, coverage, fee, and other details is enclosed herewith.

Please submit your completed application form (provided on page 5 of the attached brochure), along with the payment details, to the following email addresses: [chennai@npcindia.gov.in](mailto:chennai@npcindia.gov.in), and [m.natarajan@npcindia.gov.in](mailto:m.natarajan@npcindia.gov.in) on or before 20th February 2026.

We encourage you to take advantage of this opportunity by nominating a few officials for this training program.

Yours truly,  
M. Natarajan  
Director,  
National Productivity Council,  
(Ministry of Labour & Industry, Govt. of India)





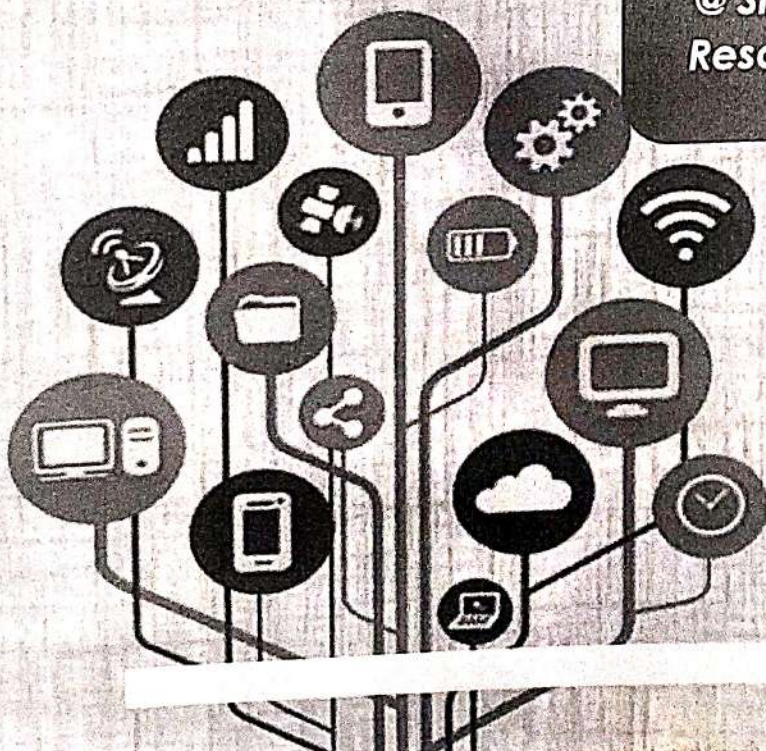
**National Productivity Council**

**Training Programme  
on  
"Team Building & Leadership"**

**PROGRAMME CODE: T2526CHN06**

**02<sup>nd</sup> – 06<sup>th</sup> March 2026**

**@ Silver Sand Sea Princess Beach  
Resort, Wandoor Beach, Port Blair.**





## **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**

'Team Building' is gathering the right people and getting them to work together for the benefit of an organization. In a cohesive team, team members not only work harder, but also work smarter. When people understand how to use their individual skills to the group's advantage, teams find the best ways to cooperate and succeed at job tasks.

Team Building helps an organization to enhance the relationship between employees and help them collaborate in the most effective way possible. Team leaders play a key role in this. Managing an organization and improving its performance on continuous basis requires efficient and effective leaders, especially in today's complex and competitive World. Essentially, leaders are responsible for nurturing the skills of individual employees and bringing them together to work as a cohesive team.

This programme has been designed to enhance the knowledge and skills required for building effective teams and to develop the right qualities to become an effective leader.

## **3. LEARNING OBJECTIVES**

This training program would enable the participants to learn:

- Team building strategies.
- Effective team building principles.
- Leadership styles for improving organizational performance.

## **4. BROAD PROGRAMME COVERAGE**

The following topics shall be covered during the training.

- Basics of Team Building.
- Manager's role in Team Building.
- Effective team building principles.
- Barriers to teamwork.
- PERFORM teamwork model.
- Self-managing teams.



- Understanding leadership.
- Different types of leadership.
- Leadership traits and skills.
- Conflict resolution.
- Change management.
- Case Studies.

## 5. METHODOLOGY

The training program would be participative in nature. The sessions would be based on lectures, conceptual deliberations & discussions, success stories, and case studies.

## 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 & Labour Unions/Associations.

## 7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced trainers from the industry and professional institutions.

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	<b>T2526CHN06</b>	
<b>Program Venue</b>	<b>Silver Sand Sea Princess Beach Resort, Wandoor Beach, Sri Vijayapuram, (Formerly Port Blair), 744 105.</b>	
<b>Programme Fee</b>	<b>Residential Participants</b> <b>₹ 70000 + 18% GST</b>	<b>Non-Residential Participants</b> <b>₹ 55000 + 18% GST</b>
<b>For Residential Participants</b>	Check – in at the Hotel: From 12 p.m. 02 <sup>nd</sup> March 2026. Check – out from the Hotel: at 11.00 a.m. on 06 <sup>th</sup> March 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.	
•	Name of the Bank: State Bank of India
•	Branch: Korattur Branch, Chennai – 600080.
•	Savings Bank Account No.:39783959115
•	Account Holder's Name: National Productivity Council
•	IFSC Code: SBIN0017247 GSTIN : 33AAATN0402F1ZD

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.



- NPC shall offer 10% discount on the programme fee to organizations sponsoring 3-5 participants and 15% discount on the programme fee to organizations sponsoring more than 5 participants.

## 10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Head (AIP)  
National Productivity Council  
6, Aavin Dairy Road,  
Ambattur Industrial Estate (North),  
Ambattur, Chennai – 600 050.  
Email Id: [chennai@npcindia.gov.in](mailto:chennai@npcindia.gov.in); [m.natarajan@npcindia.gov.in](mailto:m.natarajan@npcindia.gov.in)  
Tel: 7200208675; 9962840115.

- Last date for Receiving of nominations: 20<sup>th</sup> February 2026.

## 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.
- ❖ 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**  
Dr Ambedkar Institute of Productivity, 6, Aavin Dairy Road,  
Ambattur Industrial Estate (North), Ambattur, Chennai – 600050.  
[chennai@npcindia.gov.in](mailto:chennai@npcindia.gov.in); [m.natarajan@npcindia.gov.in](mailto:m.natarajan@npcindia.gov.in)

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: “Team Building & Leadership”

Programme Code: T2526CHN06

Programme Duration: Four (4) days

Location: Port Blair.

**Details of Nominated Participants:**

S. No	Name of the Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

**Details of Nominating Authority:**

Name:

Designation:

Organization:

Address

Email ID:

Contact Number:

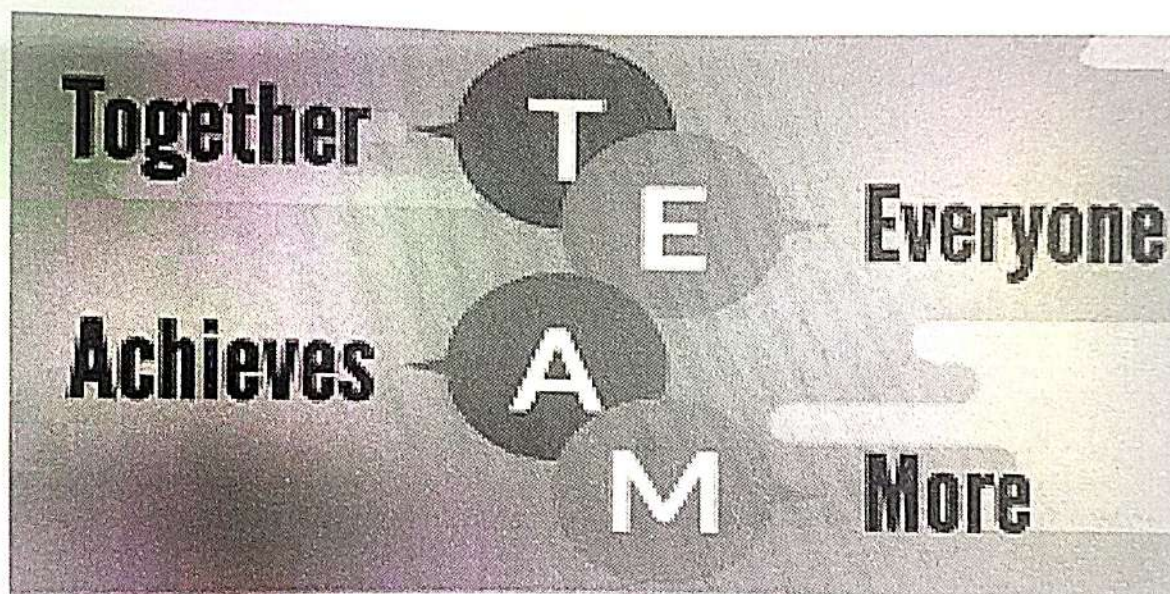
Signature

Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):

**Payment Particulars**

- Name of the Bank: State Bank of India; Branch : Korattur Branch, Chennai – 600080.
- Savings Bank Account No.:39783959115
- Account Holder's Name: National Productivity Council
- IFSC Code: SBIN0017247 GSTIN: 33AAATN0402F1ZD
- Programme Fees per Participant plus GST to be paid in advance.

## Training Programme on "Team Building & Leadership"



### **National Productivity Council**

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

6, Aavin Dairy Road,

Ambattur Industrial Estate (North),

Ambattur,

Chennai – 600 050.

Tel: 7200208675, 9962840115

[chennai@npcindia.gov.in](mailto:chennai@npcindia.gov.in)