

No.42/01/2024-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 23rd April, 2026

To

All the Administrative Secretaries to Government, Haryana.

Subject: NPC training program on "Advanced Course on Leadership Excellence & Productivity Management" from 11th to 15th May, 2026 at Leh

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 08.04.2026 received from Sh. Vikas Meena, Deputy Director, National Productivity Council (Under Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India), E-5, GIDC Electronic Estate Gandhinagar, Gujarat-382028 for further necessary action. This letter has also been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>).

The necessary action may be taken in view of Government Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 23rd April, 2026

A copy of the above is forwarded to the Sh. Vikas Meena, Deputy Director, National Productivity Council (Under Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India), E-5, GIDC Electronic Estate Gandhinagar, Gujarat-382028 w.r.t e-mail dated 08.04.2026 for information.


Superintendent, Training



Training Branch <branchtrg@gmail.com>

NPC training program on "Advanced Course on Leadership Excellence & Productivity Management" from 11st to 15th May at Leh

1 message

Vikas Meena <vikas.meena@npcindia.gov.in>
Bcc: branchtrg@gmail.com

8 April 2026 at 11:0



NATIONAL PRODUCTIVITY COUNCIL
NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Government of India)
www.npcindia.gov.in

Handwritten signatures and initials in blue ink.

Training Branch

CFMS/Diary No. 3896/

Dated 08/04/26

No: IE/GN/T12/T2627GNR01/1

Dear Sir/Madam,

NPC is pleased to announce its Residential Training Programs on NPC training program on "Advanced Course on Leadership Excellence & Productivity Management" from 11st to 15th May at Leh.

NPC is an autonomous body set up by the Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. 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 program aims to provide insight to the participants about various requisite tools and techniques for delivering a better quality of work.

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

The Programme fees of ₹ 70,000 /- + 18% GST for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the program, course material kit and professional charges, etc., or ₹ 55,000 /- + 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, general instructions & registration process are all fully described in the attached brochure.

We are sure that you will take advantage of this and nominate a few officials from your organization. The detailed brochure is also available at 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.

On successful completion of the courses, certificate shall be awarded.

Thanking you,

Yours Sincerely,

Handwritten signature in blue ink.

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

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

- **ECS Payment Details:** State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- 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 GANDHINAGAR, GUJARAT
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC
- Limited seats available on a first-come first-served basis.

If you have any other specific requirements for consultancy or training services in areas of Human Resources Management, Industrial Engineering, Agri-Business, Economic Services, Quality Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., it is requested to kindly share your requirements on NPC Training Survey Form Link :

<https://forms.gle/qvwwwR3w9GPEGPY78>

or

You can also describe training requirements of your organization by emailing us on
vikas.meena@npcindia.gov.in
Contact: +91-8866943946

Your feedback will help us design training sessions tailored to your needs, ensuring maximum benefit for both employees and employers. We look forward to receiving your responses and working together to enhance productivity across sectors.



APPLICATION FORM FOR NOMINATIONS

Send a copy of this filled form to our Email vikas.meena@npcindia.gov.in

Title of Programme: _____

Programme Duration: _____ Venue/ Location: _____

Select Participation on: Residential Basis / Non-Residential Basis (Please select Type of seat)

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No. & Email ID	Participant Organisation Address (Kindly provide full address of correspondence)
1				
2				
3				
4				
5				
6				
7				
8+				

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Nominating Authority Organization Address (Kindly provide full address of correspondence)

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ANNUAL TRAINING CALENDAR OF RESIDENTIAL PROGRAMMES (2026-27)

S. No.	Title of Programme	Month	Date	Venue	Residential Fee (Excl. GST)	Non-Residential Fee (Excl. GST)	Level
1	Personal & Organisational Cyber Security Essentials	August	10/08/26 to 14/08/26	Goa	₹ 75,000.00	₹ 60,000.00	All Levels
2	Retirement Empowerment Training (RETIREUP)	September	07/09/26 to 11/09/26	Goa	₹ 75,000.00	₹ 60,000.00	All Levels
3	Preventive Vigilance & Disciplinary Proceedings	October	12/10/26 to 16/10/26	Sri Vijaya Puram (Port Blair)	₹ 75,000.00	₹ 60,000.00	All Levels
4	Digital Transformation through e-Governance & ICT	December	21/12/26 to 25/12/26	Goa	₹ 75,000.00	₹ 60,000.00	All Levels
5	Systematic Problem Solving, Conflict Resolution & Change Management	March	22/03/27 to 26/03/27	Sri Vijaya Puram (Port Blair)	₹ 75,000.00	₹ 60,000.00	All Levels

Regional Directorate –Gandhinagar, E-5, GIDC, Electronics Estate, Sector-26, Gujarat – 382028,
Mob: 8866943946



Advanced Course on Leadership Excellence Productivity Management1-combined.pdf
1889K



National Productivity Council

Training Programme On:
**Advanced Course on
Leadership Excellence &
Productivity Management**

PROGRAMME CODE:
T2627GNR01

Date:
**11st to 15th
May 2026**



Leh, Ladakh

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 twelve regional offices across the country manned by more than one hundred 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

This advanced course on Leadership Excellence & Productivity Management is designed to equip participants with cutting-edge leadership strategies, performance optimization techniques, and tools for fostering a high-productivity culture. The program will explore transformational leadership styles, strategic decision-making, emotional intelligence, and innovation-driven team management. It will also cover time management, organizational productivity metrics, and change leadership in dynamic work environments. Through interactive sessions, real-life case studies, and practical simulations, participants will gain actionable insights to lead teams effectively, improve organizational outcomes, and drive sustained productivity excellence.

3. LEARNING OBJECTIVES

This training program prepares participants to:

Participants will identify and understand the key challenges and pressures that drive the need for change within organizations. It highlights the importance of transformational leadership and its critical role in shaping adaptive, forward-thinking institutions. Participants will be encouraged to share their practical experiences, enabling peer learning and deeper engagement with real-world leadership issues. The course also offers a valuable opportunity to explore the dynamics of change management, providing insights into effective strategies for leading and sustaining organizational transformation.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

- Changing Business Environment
- Leadership for Excellence
- Team Building
- Leadership Competency Building
- Mentoring
- Change Management
- Decision Making

5. METHODOLOGY

The 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, Central and State PSUs, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, Corporations, Universities, Academic Institutions, 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 Order Number	T2627GNR01	
Program Venue	Leh	
Programme Fee	Residential Participants ₹ 70,000/- + 18% GST	Non-Residential Participants ₹ 55,000 /- + 18% GST
For Residential Participants	Check-in at hotel – 11 st May 2026 (12:00 PM) Check-out from Hotel – 15 th May 2026 (10:00 AM)	

9. PAYMENT DETAILS

- **ECS Payment Details:** State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 24AAATN0402F1Z

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

Nominations may be sent to the following address/email:

Training Program Coordinator: Vikas Meena, Deputy Director, Mob: 8866943946, Email: vikas.meena@npcindia.gov.in	Address: National Productivity Council, Regional Directorate, Gandhinagar E-5, GIDC Electronic Estate, Sec 26 GIDC, Gandhinagar, Gujarat – 382 028
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- **Last date for getting seat confirmation:** Two weeks before the program's scheduled date.
- **Last date for Sending of nominations:** Two weeks before the program's scheduled date or until all seats are filled.



NATIONAL PRODUCTIVITY COUNCIL

Title of Programme: **APPLICATION FORM FOR NOMINATIONS**

Programme Code: _____

Programme Duration: _____

Venue/ Location: _____

Select Participation on Residential Basis

OR Non-Residential Basis

Details of Nominated Participants:

Table with 6 columns: S. No., Name of Delegate, Designation, Mobile No., Email ID, Participant Organisation Address (kindly provide full address of correspondence). Rows 1-5.

Details of Nominating Authority:

Table with 6 columns: S. No., Name of Nominating Authority, Designation, Mobile No., Email ID, Nominating Authority Organization Address (kindly provide full address of correspondence). Row 1.

Select, if Organization is GST Exempted OR Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST 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.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

* I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. (Optional) _____
Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

10. 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).
- 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.
- In the event of unforeseen circumstances leading to the cancellation of the training program, NPC shall not be responsible for any associated charges.
- 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. Book your travel ticket only after receiving confirmation from the NPC.
- 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 shall not be held liable for personal expenses, including but not limited to portage, theft, accidents, health expenses, etc.
- 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.
- Early check-in and late check-out are subject to the availability at hotel. Hotels are subject to change based on availability.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Participants are required to follow the Participants are advised to book their travel tickets only after receiving confirmation of Programme and acceptance of nomination.
- 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.