

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

To

Dated, Chandigarh the 23<sup>rd</sup> April, 2026

All the Administrative Secretaries to Government, Haryana.

**Subject: Inviting Nomination for residential training program of NPC India (Kanpur Office), DPIIT, Ministry of Commerce and Industries at Gangtok, Sikkim during 01-05 June, 2026.**

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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of email dated 12.04.2026 received from Sh. Amitava Ray, Programme Coordinator, National Productivity Council (NPC), under the Ministry of Commerce & Industry, Government of India, 4<sup>th</sup> Floor, Kabir Bhawan, Directorate of Industries Campus, Kanpur-208005 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 23<sup>rd</sup> April, 2026

A copy of the above is forwarded to the Sh. Amitava Ray, Programme Coordinator, National Productivity Council (NPC), under the Ministry of Commerce & Industry, Government of India, 4<sup>th</sup> Floor, Kabir Bhawan, Directorate of Industries Campus, Kanpur-208005 w.r.t their e-mail dated 12.04.2026 for information.

— sd —  
Superintendent, Training

**Fwd: Inviting Nominations for residential training program of NPC India (Kanpur Office), DPIIT, Ministry of Commerce and Industries at Gangtok, Sikkim during 01-05 June 2026.**

1 message

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

13 April 2026 at 09:03

==== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>

To: "SPS Haryana" <ssps@hry.nic.in>

Date: Sun, 12 Apr 2026 17:52:33 +0530

Subject: Fwd: Inviting Nominations for residential training program of NPC India (Kanpur Office), DPIIT, Ministry of Commerce and Industries at Gangtok, Sikkim during 01-05 June 2026.

==== Forwarded message =====

Anurag Rastogi

Training Branch  
CFMS/Diary No. 41052  
Dated 13/04/26

==== Forwarded message =====

From: Amitava Ray <amitava.ray@npcindia.gov.in>

To: "cs" <cs@hry.nic.in>

Date: Sun, 12 Apr 2026 14:44:20 +0530

Subject: Inviting Nominations for residential training program of NPC India (Kanpur Office), DPIIT, Ministry of Commerce and Industries at Gangtok, Sikkim during 01-05 June 2026.

==== Forwarded message =====

आदरणीय,  
महोदय / महोदया,

Dear Sir/Madam,

National Productivity Council (NPC), under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India, is organizing a Residential Training Programme on "Advance Course on Developing Competency of Executive Secretaries, Private Secretaries, Personal Assistants & Office Staff" (Programme Code: T2627KAN01) during 01-05 June 2026 at Gangtok, Sikkim

The programme aims to enhance professional competence in modern office management practices, strengthen communication and interpersonal skills, and equip executive support staff with advanced administrative and coordination capabilities. The programme will be delivered through expert faculty using a participative methodology including case studies, group exercises, and interactive sessions.

The programme is specifically designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, and other office personnel/staff engaged in secretarial and administrative functions.

You are requested to kindly nominate few **officials** from your organization for participation in the above programme. The nomination may please be forwarded at the earliest, preferably on or before **15 May 2026**, in the prescribed format enclosed.

The participation fee is as under:

- o Residential: Rs. 75,000 + applicable GST (18%) per participant
- o Non-Residential: Rs. 60,000 + applicable GST (18%) per participant

Nominations will be accepted subject to availability of seats and receipt of programme fee within the stipulated time.

The filled-in nomination form may kindly be sent through email to:

- o amitava.ray@npcindia.gov.in
- o kanpur@npcindia.gov.in

For any further clarification, the undersigned may be contacted.

**Encl.:** Programme Brochure with Nomination Form

Yours faithfully,

(Amitava Ray)

Programme Coordinator

National Productivity Council

Mobile (call & WhatsApp): 91404 27217; Ph (O): 0512-2224176

Email: amitava.ray@npcindia.gov.in

सादर धन्यवाद  
अमिताव राय / Amitava Ray  
क्षेत्रीय निदेशक / Regional Director

क्षेत्रीय निदेशालय, कानपुर / Regional Directorate, Kanpur,  
राष्ट्रीय उत्पादकता परिषद / National Productivity Council,  
आंतरिक व्यापार एवं उद्योग संवर्द्धन विभाग / Department for promotion of Industry & Internal Trade  
वाणिज्य और उद्योग मंत्रालय, भारत सरकार / Ministry of Commerce & Industry, Govt. of India  
चतुर्थ तल, कबीर भवन, जी.टी. रोड / 4th Floor, Kabir Bhawan, G. T. Road,  
कानपुर / Kanpur-208005  
दूरभाष:-0512-2224176; 9140427217  
[kanpur@npcindia.gov.in](mailto:kanpur@npcindia.gov.in) ; वेबसाइट:- [www.npcindia.gov.in](http://www.npcindia.gov.in)  
विकसित भारत  
अभियान

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## 2 attachments



1-Covering Letter.pdf  
299K



2-Residential\_Programme\_Gangtok June.pdf  
917K

## राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

### क्षेत्रीय निदेशालय

चतुर्थ तल, कबीर भवन, उद्योग निदेशालय परिसर,  
जी.टी. रोड, कानपुर-208005

दूरभाष : 0512-2224176

ई-मेल : kanpur@npcindia.gov.in

वेबसाइट : www.npcindia.gov.in



## NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

### REGIONAL DIRECTORATE

4<sup>th</sup> Floor, Kabir Bhawan, Directorate of Industries Campus,  
G.T. Road, Kanpur-208005

Phones : 0512-2224176

E-mail : kanpur@npcindia.gov.in

Website : www.npcindia.gov.in

Ref. No. T2627KAN01/21

Date:27.03.2026

Respected Sir/Madam,

We are pleased to inform you that NPC is organizing a Residential Training Program on "Advance Course on Developing Competency of Executive Secretaries, Private Secretaries, Personal Assistants & Office Staff" during 01-05 June 2026 at Gangtok, Sikkim.

The primary objective of this programme is to enhance the professional competencies, efficiency, and effectiveness of executive support staff by equipping them with advanced administrative, communication, and organizational skills required in today's dynamic work environment.

#### Programme Coverage:

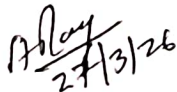
- ✓ Role and evolving expectations of Executive Secretaries, PAs, and Office Staff
- ✓ Enhancing communication skills (verbal, written, and digital communication)
- ✓ Office management and administrative excellence
- ✓ Time management and prioritization techniques
- ✓ Effective file management and documentation practices
- ✓ Interpersonal skills and team coordination
- ✓ Handling confidential information with integrity
- ✓ Stress management and workplace adaptability
- ✓ Use of digital tools and office automation for productivity improvement
- ✓ Problem-solving and decision-making skills
- ✓ Building a proactive and result-oriented work approach

You are requested to kindly nominate few personnel from your department for participation in this programme. We would greatly appreciate your support in circulating this information within your organization to maximize participation.

The nomination may please be forwarded at the earliest, preferably on or before **15 May 2026**.

We look forward to your organization's active participation.

Yours sincerely,

  
27/3/26

Amitava Ray

Regional Director

मुख्यालय:- उत्पादकता भवन, लोधी रोड, नई दिल्ली - 110 003

कार्यालय:- बैंगलुरु, भुवनेश्वर, चण्डीगढ़, चेन्नई, गांधी नगर, गुवाहाटी, हैदराबाद, जयपुर, कोलकाता, मुंबई, पटना

H.Q. : UTPADAKTA BHAWAN, LODI ROAD, NEW DELHI - 110 003

Offices at : Bengaluru, Bhubaneshwar, Chandigarh, Chennai, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna

# Residential Programme

On

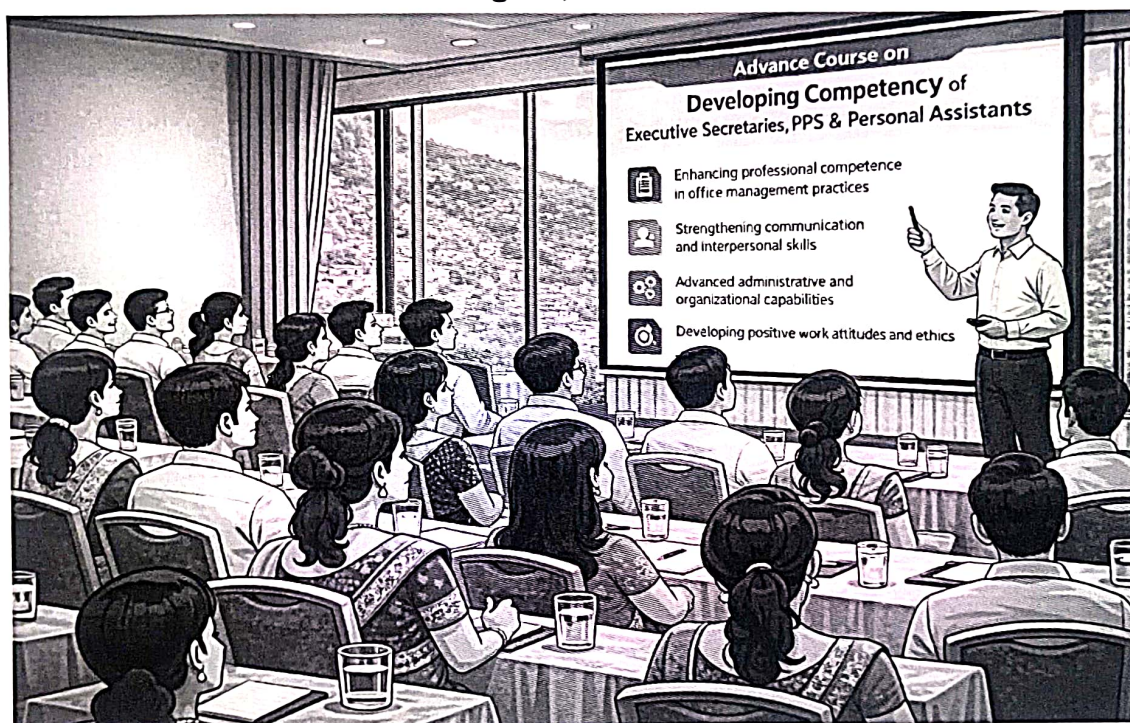
**Advance Course on Developing Competency of  
Executive Secretaries, PP, Personal Assistants & Office Staff**  
(Programme Code: T2627KAN01)

During

**01–05 June 2026**

At

**Gangtok, Sikkim**



National Productivity Council

## **NATIONAL PRODUCTIVITY COUNCIL**

(Under Ministry of Commerce and Industry, DPIIT, Govt. of India)

4<sup>th</sup> Floor, Kabir Bhawan, Directorate of Industries Campus

Kanpur-208005; Ph: 0512-2224176; Website: <https://www.npcindia.gov.in/>

## **Introduction**

In the present dynamic organizational environment, the role of Executive Secretaries, Private Secretaries, Personal Assistants and other executive support staff has become increasingly important.

Senior executives rely heavily on competent support professionals for effective coordination, communication, documentation and management of executive office functions. Executive Secretaries and Personal Assistants are now expected to demonstrate strong professional competence, communication abilities, confidentiality, coordination skills and the capability to manage responsibilities efficiently. This programme is designed to strengthen the professional capabilities of executive support staff and enable them to effectively support senior management.

## **Programme Objective**

- Enhancing professional competence in modern office management practices.
- Strengthening communication and interpersonal skills required for executive support.
- Equipping participants with advanced administrative and coordination capabilities.
- Developing positive work attitudes and professional ethics.
- Enabling participants to function as efficient support partners to senior executives.

## **Programme Coverage**

- Emerging role of Executive Secretaries and Personal Assistants.
- Effective management of executive offices.
- Professional communication and office correspondence.
- Interpersonal communication and relationship management.
- Time management and prioritization techniques.
- Team coordination and office collaboration.
- Supporting executives in decision-making processes.
- Enhancing personal effectiveness and professional conduct.
- Problem solving and conflict management in office situations.

## **Faculty & Methodology**

The programme will be conducted by experienced faculty members and management experts. The training methodology will include lectures, interactive discussions, group exercises, case studies and experience sharing sessions to ensure practical learning and skill development.

### **Participant's Profile**

The programme is designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, and office personnel who perform or are expected to perform secretarial functions and responsibilities.

Officials and staff from Government Departments, Ministries, Public Sector Undertakings (PSUs), private sector organizations, banks, cooperative institutions, corporate bodies, boards, educational institutions, Agriculture Departments, autonomous organizations, and the service sector will particularly benefit from this programme.

### **Participation Fee**

#### **Residential Participants:**

Rs. 75,000 + 18% GST per participant. The fee includes boarding, lodging, training kit, and visit for experiential learning.

#### **Non-Residential Participants:**

Rs. 60,000 + 18% GST per participant. The fee includes training kit, lunch, tea/refreshments during breaks, and visit for experiential learning.

#### **Accompanying Spouse & Children:**

Delegates accompanied by spouse and/or children shall bear all expenses towards accommodation, meals, and other incidental charges for their accompanying family members, which shall be settled directly with the hotel.

### **Mode of Payment**

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

#### **ECS Payment Details:**

Bank Name : State Bank of India  
Branch : 117/469 Pandu Nagar, Kanpur  
SBI A/c No : 40318394189  
IFSC Code : SBIN0001397  
PAN No : AAATN0402F  
GST No : 09AAATN0402F1Z4

DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR

*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.*

### **Venue and dates (Programme Code: T2627KAN01)**

Venue: Gangtok (Any Hotel/Resort), Sikkim  
Programme Duration: 01–05 June 2026  
Check in : 01 June 2026 (11: 00 AM)  
Check Out: 05 June 2026 (11: 00 AM)  
Last date: 15<sup>th</sup> May 2026

### **Faculty & Methodology**

The programme will be delivered by highly experienced professionals and eminent speakers drawn from reputed organizations, institutions, and industry.

The methodology will be participative in nature. Sessions will include conceptual deliberations, case studies, problem-solving exercises, success stories, management games, and group discussions to facilitate effective learning and practical understanding.

### **Enquiry & Registration**

Shri Amitava Ray  
Programme Coordinator  
Mobile & WhatsApp No: 91404 27217: Ph (O) : 0512-2224176  
Email: amitava.ray@npcindia.gov.in  
: kanpur@npcindia.gov.in

### **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.

**Note:** *Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.*

#### **About National Productivity Council**

National Productivity Council (NPC) is an autonomous organization under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. NPC promotes productivity culture in industry, services and government sectors through consultancy, training, research and capacity building initiatives.

**NATIONAL PRODUCTIVITY COUNCIL**

**4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005, Uttar Pradesh (India)**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: "Advance Course on Developing Competency of  
Executive Secretaries, PP, Personal Assistants & Office Staff "

Duration : 01-05 June 2026 at Gangtok

Programme Code: T2627KAN01

Select (Please Mark Tick) : Participation on Residential Basis OR Non-Residential Basis

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Organization Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

**Details of Nominating Authority:**

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

**For Organisation who are Not Exempted and having GST registration, please provide GST No. (Mandatory):** \_\_\_\_\_

(Please note: - 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: \_\_\_\_\_