

NPC Training Program on “Digital Transformation through E-Governance & ICT” from 18th to 22nd December 2023 at Goa.

vikas.meena@npcindia.gov.in

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To: ds-dop@rajasthan.gov.in <ds-dop@rajasthan.gov.in>;

NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Government of India)
5-6 Institutional Area, Lodhi Road, New Delhi – 110003.
www.npcindia.gov.in

REGIONAL DIRECTORATE:
E-5, GIDC Electronic Estate, Sec-26, GIDC, Gandhinagar, Gujarat – 382 028.

No: IE/GN/T12/473/23-24/I

Dear Sir/Madam,

The National Productivity Council is pleased to announce its Residential Training Programs on “**Digital Transformation through E-Governance & ICT**” from 18th to 22nd December 2023 at Goa.

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 to benefiting both the employers as well as employees. Keeping the above in view, the training programme aims at providing an insight to the participants about various requisite behavioral, technical/digital skills, tools and techniques on secretarial effectiveness for delivering a better quality of work.

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

The Programme fee of ₹ 58500 /- + 18% GST for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or ₹ 36000 /- + 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, and registration process are all fully described in the [brochure](#).

We are sure that you would 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.

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

**ANNUAL TRAINING CALENDAR OF RESIDENTIAL
TRAINING PROGRAMMES
(2023-24)**

You can send your nominations on email: vikas.meena@npcindia.gov.in

| Sr. No. | Title of Programme (Click to download Program Brochure) | Date | Levels | Location | Programme Fee (Excluding GST) in Rs. (Residential) | Programme Fee (Excluding GST) in Rs. (Non-Residential) |
|---------|--|---------------------------|------------|-------------|--|--|
| 1 | Emerging Solar Technologies & Reactive Power Management | 27 Nov to 1 Dec, 2023 | All Levels | Srinagar | Rs. 60500/- | Rs.36000/- |
| 2 | Finance & Accounts | 04-08 Dec, 2023 | All Levels | Goa | Rs. 54000/- | Rs.36000/- |
| 3 | Emerging Solar Technologies & Reactive Power Management | 11-15 Dec. 2023 | All Levels | Goa | Rs. 60500/- | Rs.36000/- |
| 4 | Digital Transformation through E-Governance & ICT | 18-22 Dec. 2023 | All Levels | Goa | Rs. 58500/- | Rs.36000/- |
| 5 | Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff | 15th to 19th January 2024 | All Levels | Puri | Rs. 58500/- | Rs.36000/- |
| 6 | Advance Course on Modern Office and Productivity Management | 12-16 February, 2024 | All Levels | Goa | Rs. 58500/- | Rs.36000/- |
| 7 | Systematic Problem Solving, Conflict resolution and change Management | 18-22 March, 2024 | All Levels | Gangtok | Rs. 58500/- | Rs.36000/- |

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NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
Send to: vikas.meena@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Program: _____

Programme Date: _____

Details of Nominated Participants:

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

Details of Nominating Authority:

Name: _____ Designation: _____

Organization: _____

Address: _____

Contact Number: _____ Email: _____

Signature

HOW TO APPLY: Nominations may be sent to the following address/email:

| | |
|---|--|
| Regional Director, National Productivity Council, E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhinagar, Gujarat 382028 | Program Coordinator - Vikas Meena (Deputy Director) Email ID - vikas.meena@npcindia.gov.in Mob No. - +91-8866943946 |
|---|--|

Payment Details for Programme fees (RTGS / NEFT /Cheque/DD):

- 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 our regional Office - NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC
- In the case of ECS Payment, the payment details should be intimated accordingly along with the UTR number.

- Limited seats available on a first-come first-served basis.
- Please buy travel tickets only after getting final confirmation from NPC for the proposed nominations.
- Training Calendar: <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater>

- Unsubscribe here: <https://forms.gle/o2MjqsvQZNr8K1ps5>
 - You can also describe your training needs or the training requirements of your organization on our Google form: <https://forms.gle/TJhFVTGVKNBFBg9v9> or email us on vikas.meena@npcindia.gov.in
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