

DA/19-1/1965344  
29/1/24

Fw: NPC residential training program on "Advance Course on Modern Office and Productivity Management" from 12th to 16th February 2024 at Goa.

ps.secy-dop@rajasthan.gov.in

Thu 25-01-2024 06:52 PM

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

As (AI)  
25/1

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**From:** itcell.dop@rajasthan.gov.in

**Sent:** Thursday, January 25, 2024 5:29 PM

**To:** ps.secy-dop@rajasthan.gov.in

**Subject:** Fw: NPC residential training program on "Advance Course on Modern Office and Productivity Management" from 12th to 16th February 2024 at Goa.

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**From:** vikas.meena@npcindia.gov.in <vikas.meena@npcindia.gov.in>

**Sent:** 25 January 2024 04:11 PM

**To:** itcell.dop@rajasthan.gov.in

**Subject:** NPC residential training program on "Advance Course on Modern Office and Productivity Management" from 12th to 16th February 2024 at Goa.

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**NATIONAL PRODUCTIVITY COUNCIL**

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

5-6 Institutional Area, Lodhi Road, New Delhi – 110003.

[www.npcindia.gov.in](http://www.npcindia.gov.in)

REGIONAL DIRECTORATE:

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

S.R.P.  
For  
entry

No: IE/GN/T12/494/23-24/A

Dear Sir/Madam,

The National Productivity Council is pleased to announce its residential training program on **“Advance Course on Modern Office and Productivity Management”** from **12<sup>th</sup> to 16<sup>th</sup> February 2024** 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 benefit 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, State Electricity Authorities, Boards, Banks, Administrative Bodies 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](http://www.npcindia.gov.in). Kindly feel free to call us on **8866943946** or mail at [vikas.meena@npcindia.gov.in](mailto: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](mailto:vikas.meena@npcindia.gov.in), वेबसाइट / Website: [www.npcindia.gov.in](http://www.npcindia.gov.in)

**NATIONAL PRODUCTIVITY COUNCIL**  
(Under Ministry of Commerce & Industry, Government of India)  
**UPCOMING RESIDENTIAL TRAINING PROGRAMMES**  
(2023-24)

\*Send your nominations on email: [vikas.meena@npcindia.gov.in](mailto: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	<a href="#">Emerging Solar Technologies &amp; Reactive Power Management</a>	29 <sup>th</sup> Jan to 02 <sup>nd</sup> February 2023	All Levels	Goa	Rs. 60500/-	Rs.36000/-
2	<a href="#">Advance Course on Modern Office and Productivity Management</a>	12 <sup>th</sup> – 16 <sup>th</sup> February, 2024	All Levels	Goa	Rs. 58500/-	Rs.36000/-
3	<a href="#">Systematic Problem Solving, Conflict resolution and change Management</a>	18-22 March, 2024	All Levels	Gangtok	Rs. 58500/-	Rs.36000/-

**NATIONAL PRODUCTIVITY COUNCIL**

Send to: [vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in)

**APPLICATION FORM FOR NOMINATIONS**

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					
6					
7					
8					

**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 - <a href="mailto:vikas.meena@npcindia.gov.in">vikas.meena@npcindia.gov.in</a> Mob No. - +91-8866943946
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**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 annual training needs or the specific training requirements of your organization on our Google form:** <https://forms.gle/5E1m5RapQtwfGmP9A> or email us on [vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in).