

From: ps.secy-dop@rajasthan.gov.in
Sent: 07 January 2025 17:29
To: ds-dop@rajasthan.gov.in
Subject: Fw: National Productivity Council, Jaipur Launches Residential Training Program at Jaisalmer & Udaipur during January & February 2025

From: secy-dop@rajasthan.gov.in
Sent: Saturday, January 4, 2025 9:35 PM
To: ps.secy-dop@rajasthan.gov.in
Subject: Fw: National Productivity Council, Jaipur Launches Residential Training Program at Jaisalmer & Udaipur during January & February 2025

From: aditi.mishra@npcindia.gov.in <aditi.mishra@npcindia.gov.in>
Sent: 03 January 2025 03:52 PM
To: secy-dop@rajasthan.gov.in
Subject: National Productivity Council, Jaipur Launches Residential Training Program at Jaisalmer & Udaipur during January & February 2025

Joint Secretary to Government
Department of Personnel
Main Building
Secretariat
Jaipur
302005

Dear Madam/Sir,

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of DPIIT, Ministry of Commerce and Industry, GOI. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing various Productivity Promotion Programs. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades. NPC is organizing following Residential Training Programs –

<i>Supervisory & Administrative Development – Insight to Noting & Drafting</i>	<i>20-24 January 2025</i>	<i>Udaipur</i>
<i>Administrative Effectiveness-Focus: Human Resource & Preventive Vigilance</i>	<i>21-25 February 2025</i>	<i>Jaisalmer</i>

We are sure that you would take advantage of the programme and nominate a few officials from your organization. For further information or clarification kindly contact the undersigned.

Appended is the detailed program brochure .

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
5 Day Residential Training Programme on
“Supervisory & Administrative Development – Insight to Noting & Drafting”
At Udaipur during 20-24 January 2025

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, the services of external professionals and subject matter specialists are also sought on a necessary basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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.

PROGRAMME THEME

Managerial/Supervisory skills are necessary for a Manager/Supervisor to perform their job successfully. Skills like the ability to work, motivate, encourage, empathize, and communicate with their employees along with technical soundness holds the key to organizational success and its evolution. These skills are important for all levels of management. They position you to act as an effective leader and problem-solver in various situations. Honing these skills and watching how they impact our job performance and opportunities can have exponential increase in individual and organization productivity. To aid this, knowledge of Noting drafting is a key skill in any Government Office. This means that an employee with appropriate noting drafting knowledge is virtually an asset to the government. Noting and drafting is critical as it assists in the decision-making process carried out by the appointed officers. Noting drafting knowledge provides a tangible and reliable link between every officer in the entire hierarchy up to the level of competent authority. The primary purpose of the process is to allow discourse over the specific topic while maintaining a record of the same for retrospective review

LEARNING OBJECTIVES

To enhance the skill and knowledge of the personnel dealing with various aspects of Noting & Drafting leading to Supervisory and Administrative Development.

BROAD PROGRAMME COVERAGE

The program exposes the participants on how to :

- expose the participants to the new concepts of managing the office in ever changing times.
- To define the new role of secretary in the changing work environment.
- Understanding the noting and drafting skills
- Apply functional approach to Noting
- Draft appropriate & effective communication in each situation

METHODOLOGY

The methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management from central & state government departments, academic institutions, public sector undertakings, private sector, co-operative sector organizations, autonomous institutions, financial institutions, NBFCs, corporations, labor unions/associations etc.

FACULTY

The faculty for the training programme will comprise of senior NPC experts & other renowned and experienced trainers from the respective field.

PROGRAMME FEE & VENUE

Programme Code	33T2425JPR07	
Program Venue	Udaipur	
Programme Fee	Residential Participants ₹ 60000 /- + 18% GST Rs. Sixty Thousand Only + GST	Non-Residential Participants ₹ 44000 /- + 18% GST Rs. Forty Four Thousand + GST
For Residential Participants	Check-in at hotel: 13.00 hrs. Check-out from Hotel: 11 hrs.	

PAYMENT DETAILS

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.

HOW TO APPLY

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

Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Ms. Aditi Mishra Dy. Director Email: aditi.mishra@npcindia.gov.in Phone:- 0141-2703573 , 2702935 Mobile No.: 9928226777

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
5 Day Residential Training Programme on
“Administrative Effectiveness-Focus: Human Resource & Preventive Vigilance”
At Jaisalmer during 21-25 February 2025

ABOUT NPC

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depending upon the nature and scope of work. NPC extends services from its headquarters in 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.

PROGRAMME THEME

Administrative Effectiveness is the capacity of an organization, institution, or business to produce desired results with a minimum expenditure of energy, time, money, personnel, materiel, etc. Administrative efficiency and effectiveness is the key to positive administrative changes. This training emphasizes the need for creating awareness of vigilance in an organization to bring transparency in the delivery system. All executives irrespective of their functional allocation must be aware of the vigilance angle and the accountability of public servants.

Additionally, this training caters to developing a set of key skills that give better understanding of how to manage our team and organization at large and deal with the problems that occur in everyday life. This Training will show you how to set and achieve realistic goals, communicate with others, how to prioritize and manage time effectively, manage conflict and difficult people with ease, develop your self-confidence and inspire others around you.

“Efficiency is the foundation of Survival; Effectiveness is the foundation of Success

LEARNING OBJECTIVES

To enhance the skill and knowledge of the personnel dealing with various aspects of enhancing administrative effectiveness with focus on Human Resource & Preventive Vigilance.

BROAD PROGRAMME COVERAGE

The program exposes the participants on how to develop

- Concepts, scope and areas of preventive vigilance
- CVC Act 2003 – Role & Functions of CVC & Important CVC instructions
- The ability to analyse the facts and formulate innovative and detailed plans of action that will achieve the goal, in the most efficient manner possible.
- Emotional Intelligence
- The ability to guide and harmonise the various personalities in a team, so that they are more able to synchronize their actions and complement each other.

METHODOLOGY

The methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

PARTICIPANTS’ PROFILE

The programme is designed for officials working across different functional areas of management from central & state government departments, academic institutions, public sector undertakings, private sector, co-operative sector organizations, autonomous institutions, financial institutions, NBFCs, corporations, labor unions/associations etc.

FACULTY

The faculty for the training programme will comprise of senior NPC experts & other renowned and experienced trainers from the respective field.

PROGRAMME FEE & VENUE

Programme Code	33T2425JPR08
Program Venue	Jaisalmer

Programme Fee	Residential Participants ₹ 60000 /- + 18% GST Rs. Sixty Thousand Only + GST	Non-Residential Participants ₹ 44000 /- + 18% GST Rs. Forty Four Thousand + GST
For Residential Participants	Check-in at hotel: 13.00 hrs. Check-out from Hotel: 11 hrs.	

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Dy. Director
Email: aditi.mishra@npcindia.gov.in
Phone: -[0141-2703573](tel:0141-2703573), [2702935](tel:2702935)
Mobile No.: [9928226777](tel:9928226777)