

Fw: NPC Residential Training Program on “Modern Office Management, Team building, Leadership & Performance Management”

ps.secy-dop@rajasthan.gov.in

Fri 03-01-2025 11:19 AM

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

From: secy-dop@rajasthan.gov.in
Sent: Friday, January 3, 2025 9:58 AM
To: ps.secy-dop@rajasthan.gov.in
Subject: Fw: NPC Residential Training Program on “Modern Office Management, Team building, Leadership & Performance Management”

From: Dr. Nitin Aggrawal <nitin.a@npcindia.gov.in>
Sent: 02 January 2025 11:32 PM
To: secy-dop@rajasthan.gov.in
Subject: Sub: NPC Residential Training Program on “Modern Office Management, Team building, Leadership & Performance Management”

F. No.: T2425ECO18

02nd January , 2025

Sub: NPC Residential Training Program on “Modern Office Management, Team building, Leadership & Performance Management”

(February 03-07, 2025) - Kanyakumari-Request for Nominations

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on “Modern Office Management, Team building, Leadership & Performance Management” during February 03-07, 2025 at Kanyakumari.

NPC Training Program has been designed to understand modern office management techniques, performance management, develop leadership & team building among participants to meet future challenges.

The Residential Training Program has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE) etc., for improving their Human Resources Capabilities.

The participation fee is Rs. 60,000/- for Residential Participants and Rs. 44,000/- for Non-Residential Participant. GST @18% per participant is applicable on Participation fees.

We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Officials to participate in the Residential Training Program.

Please confirm the participations latest by **January. 20th, 2025**. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,

(Dr. Nitin Aggrawal)

Dy. Director (Economic Services)

and Program Coordinator

National Productivity Council

New Delhi - 110003

Phone -011-24607303 / 9871583751

Email: nitin.a@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

NPC has designed the training programme to understand modern office management techniques, performance management, develop leadership & team building among participants to meet future challenges

2. BROAD PROGRAMME COVERAGE

- Introduction to Modern Office Management
- Office Automation and Communication Tools in Office Management
- Effective Leadership and Managerial Skills
- Motivation, Team building qualities & improvement
- Communication & Change Management
- 5S and Kaizen implementation in Office
- Effective Supervision and Administration in Office
- Knowledge Management
- Overview of Performance Measurement System
- Developing Key Performance Indicators(KPIs)
- Planning, Target Setting and Setting Standards
- Competency Assessment
- Performance Evaluation Competencies Assessment
- Progress Review

3. METHODOLOGY

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.

4. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

5. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

6. PROGRAMME FEE & VENUE

Programme Code	T2425ECO18	
Program Venue	Kanyakumari (Tamil Nadu)	
Programme Fee	Residential Participants ₹ 60000 /- + 18% GST	Non-Residential Participants ₹44000 /- + 18% GST
For Residential Participants	Check-in at hotel - 03/02/2025 (AN) Training Programme Sessions Start on 03/02/2025 from 15.00 hrs Check-out from Hotel –07/02/2025 (FN) Training Programme Sessions close on 06/02/2025 by 17.30 hrs	

7. PAYMENT DETAILS

<p>Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.</p> <ul style="list-style-type: none"> • ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; • A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable : NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8
--

8. HOW TO APPLY

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details

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

Also provide **GST No. of Organization/Institution** along with details of UTR No. towards Participation fees including GST @18%

Tick, if Organization is GST Exempted

OR 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 a forementioned 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.

-

DECLARATION

I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

9. 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, working 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.
- **Nominations may be sent to the following address:**

Dr. Nitin Aggrawal
Dy. Director (Economic Services), NPC
Faculty & Programme Coordinator
Ph.: 91-11-24607303 / 9871583751
Email: nitin.a@npcindia.gov.in

➤ **Last date for Receiving of Nominations: 20-01-2025**