

NPC Consultant Professional Profile

I. Personal Information

Name: Rajeev Gupta

Date of Birth: 2nd December 1980

Current Position & Domain: Deputy Director (IT)

Office Location: Head Office, NPC, New Delhi

Languages: Hindi (Proficient), English (Proficient)

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II. Professional Summary

- Thirteen years in Industrial Engineering Projects. Three years in Information Technology Assignments.
- In thirteen years of Industrial Engineering, more than 30 projects like Manpower Optimization and Restructuring Study, 5 'S' Implementation, Impact Evaluation Studies, Capacity Assessment, Production Cycle Time Reduction, Industrial Automation, etc. were completed for clients like Indian Oil Corporation, ALIMCO, GMR, Shanker Packaging, Zydus Cadilla, Coromandel International Limited, etc.
- In three years of Information Technology Assignments, more than 68 RTI Audits for organizations like IIT Kanpur, IIT Delhi, NID, Ministry of Panchayati Raaj, QCI, FDDI, Ministry of Ayush, National Fertilizers Limited, Department of Land Resources, etc. Coordinated more than 21 Training Programmes on topics like Preventive Vigilance, RTI, e-Procurement, etc. have been completed.

III. Areas of Expertise

- **Primary Domains:** Industrial Engineering, Information Technology, Designing (Architecture), Geomatics.
- **Specialized Skills:** Manpower Study, Impact Evaluation and Survey of Govt. Schemes, Inspection (Warehouses) and Audit (5 'S' Audit & RTI), Conducting Training Programmes, etc.
- **Industry Focus:** GMR, ALIMCO, IOCL, Zydus Cadilla, National Fertilizers Limited.



IV. Professional Experience

Current Position: *Deputy Director Organisation: IT Group, NPC-HQ, New Delhi* **Duration:** *14th March 2022 to Till Date*

Key Responsibilities:

- **Strategic role in productivity enhancement:** - Creating awareness on areas like Preventive Vigilance, Good Governance, RTI, POSH, e-Procurement, etc. by conducting and coordinating Training Programmes for enhancing the productivity in organizations.
- **Specific areas of consultation /expertise:** - Third Party Transparency Audit of websites of Government Institutes/Offices/Organizations and Ministries with respect to compliance of proactive disclosure under Section 4 of RTI Act, 2005
- **Leadership and team management aspects:** - Taking sessions on various topics like Preventive Vigilance, Public Procurement through GeM, POSH and RTI and managing participants of Training Programmes. Coordinating the team of Fiji Delegates during IOSM under APO assignment
- **Key projects and initiatives led:** - Submitting more than hundreds of proposals for RTI Audit work, In Company Training Programmes, e-Procurement Implementation

Previous Position: *Deputy Director, Industrial Engineering Organisation: Regional Directorate-Kanpur, UP* **Duration:** *1st January 2016 to 13th March 2022*

Key Responsibilities:

- **Role:** - Consultant, Trainer and Coordinator for Training Programmes
- **Specific areas of work/expertise:** - Capacity Assessment of Machines, Manpower Restructuring, Impact Evaluation of Government Schemes, Taking sessions on various topics like Lean Manufacturing, Time Management, Work Life Balance, Inspection of Warehouses of Food Corporation of India and Uttar Pradesh State Warehousing Corporation under Warehousing Development and Regulatory Authority
- **Leadership and team management aspects:** - Managing and Leading the team of participants of Training Programmes. Participants from Organizations like Directorate of Industries, etc.
- **Key projects and initiatives led:** - Attended APO Certification Program on Productivity Practitioners which was conducted from 19th to 30th August 2019 at Manila and Tagaytay City, Philippines on title "Certified Productivity Practitioner's Course for NPOs" (Project Code: - 19-IN-31-GE-TRC-A) with the support of Development Academy of Philippines



(DAP). Initiated talk with Threads India Limited (TIL) for executing PREP project in their plant at Kanpur for practical application, integration and translation of various learnings from above mentioned Training Course

Previous Position: *Deputy Director, Industrial Engineering Organisation: Regional Directorate -Gandhinagar, Gujarat* **Duration:** *4th August 2009 to 31st December 2015*

Key Responsibilities:

- **Role:** - Consultant, Trainer and Coordinator for Training Programmes
- **Specific areas of work/expertise:** - Implementing and monitoring of Lean Clusters under Lean Manufacturing Scheme of MSME-DI during pilot phase and 1st phase, "Manpower optimization study at Zydus Cadila Health Care Ltd.", Moraiya plant,
- **Leadership and team management aspects:** - Managing and Leading the team of participants of Training Programmes. Participants from Organizations like Directorate of Industries, etc.
- **Key projects and initiatives led:** - "Workplace Design for Stitching M/C Worktable" for M/s Shankar Packaging Ltd, Waghodia, Baroda

Previous Position: *Technical Associate Organisation: IRG (project under USAID)* **Duration:** *1st July 2007 to 30th June 2008*

Key Responsibilities:

- **Role:** - Technical Associate
- **Specific areas of work/expertise:** - Awareness and Propagation of concepts of Energy Conservation Building Codes (ECBC) in India
- **Leadership and team management aspects:** -Coordinated awareness sessions on ECBC
- **Key projects and initiatives led:** - Energy Conservation Building Codes (ECBC) in India



V. Major Project Experience in NPC

Project Title: Third Party Transparency Audit of website with respect to compliance of proactive disclosure under Section 4 of RTI Act, 2005

Client Name:

- Indian Institute of Technology-Delhi, Hauz Khas, New Delhi-110016
- Indian Institute of Technology, RTI Cell, Faculty Building, IIT Kanpur-208016
- National Power Training Institute (NRI), G853+7F4, NH-19, Badarpur Thermal Power Station, Badarpur, New Delhi, Delhi 110044
- NID Ahmedabad, Opposite Tagore Hall, Rajnagar Society, Paldi, Ahmedabad, Gujarat 380007
- National Institute of Design, Assam, Tocklai, Rajabari, Jorhat-785014, Assam
- National Institute of Design-AP, EEE Building, Acharya Nagarjuna University, Namburu 522510, Andhra Pradesh
- Department of Land Resources, NBO Building, G-Wings, Nirman Bhawan, Maulana Azad Road, New Delhi - 110011
- Central Council for Research in Ayurvedic Sciences (CCRAS), D Block, Janakpuri Institutional Area
- Ministry of Panchayati Raaj, Tower-II, 9th Floor Jeevan Bharti Building New Delhi -110001

Role: Auditor

Duration: 3 Months

Problem Definition: The Right to Information (RTI) Act 2005 under Sub-section 4(2) requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information under Suo Mota (Pro-Active) disclosure to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information.

Recommendations Made:

NPC was able to provide the useful audit remarks to organizations (auditees) as following: -

- Means and effectiveness of medium of proactive disclosures.
- Effectiveness of periodic updation in the proactive disclosures
- Gap Analysis on the above aspects and suggestions for compliance with the proactive disclosure guidelines.
- Additional suggestions for overall improvements



Impact Created:

- RTI Audits of websites of 62 Organizations completed
- Quantitative and qualitative sufficiency in the information provided under proactive disclosures.
- Means and methods adopted by the various stakeholders to access proactive disclosures and their effectiveness.

Project Title: "Impact Evaluation Study of the Aids and Assistive Devices provided by Artificial Limbs Manufacturing Corporation (ALIMCO) of India under Rashtriya Vayoshri Yojana", Kanpur

Client Name: Artificial Limbs Manufacturing Corporation (ALIMCO)

Type: PSU, Mini Ratna, **Sector:** Manufacturing

Role: Impact Evaluator and Surveyor

Duration: 5 months

Problem Definition: To study the impact on the beneficiaries of Aids and Assistive Devices provided by ALIMCO under RVY

Impact Created:

- 1500 beneficiaries were covered under the project
- The impact was assessed in terms of Quality of Life (Assistance in Mobilization/ Movement, Improvement in Working Abilities/ Work Performance, Comfort and Enrichment in living style), Individual Capacity Building (Verbal and Non-Verbal communication with people, Strengthening of Cognitive skills), Financial aspect (Income Generation and Creation of Livelihood, Enhancement in Income, Cost savings or efficiency gains)

Project Title: "Workplace Design for Stitching M/C Worktable"

Client Name: M/s Shankar Packaging Ltd, Waghodia, Baroda **Type:** Pvt

Role: Industrial Engineer

Duration: One Month

Problem Definition: Workplace Design for Stitching Machines

Recommendations Made: Systematic methodology that comprised collection of anthropomorphic data for stitching workforce, dimensional analysis of present worktable, analyzing shortcomings of present design and suggesting improved designs with an overall guiding principle of reducing human fatigue was suggested.

Impact Created:

- Lubricating Oil used in stitching machine of worth Lakhs of Rupees was saved
- Ergonomically comfortable workstations were designed
- Human fatigue was reduced

VI. Educational Background

Highest Degree:

- **Degree:** M. Tech in Geomatics (Civil)
- **Institution:** IIT Roorkee, Full Time
- **Year:** 2007
- **Specialization:** Geomatics (Civil)
- **Degree:** Bachelor of Architecture
- **Institution:** IIT Roorkee, Full Time
- **Year:** 2005
- **Specialization:** Architectural Design
- **Degree:** Post Graduate Certificate in Industrial Engineering
- **Institution:** Ambedkar Institute of Productivity (AIP), NPC, Chennai, Tamil Nadu, India
- **Year:** 2008-2009
- **Specialization:** Industrial Engineering

Additional Professional Qualifications:

- Asian Productivity Organization Training Program: - "Certified Productivity Practitioners Course for NPOs at Manila, Philippines (Training No.: - 19-IN-31-GE-TRC-A)
- Post Graduate Certificate in Industrial Engineering from AIP, NPC, Chennai, T.N., India
- Certificate in Schedule 4 of Food Safety and Standards (Licensing & Registration) Regulations, 2011
- Certificate in Sustainability Governance and Management issued by BSI Training Academy
- Certificate in Inspection of Warehouses under New Registration Rules issued by Warehousing Development and Regulatory Authority, Government of India
- Certified International Project Manager by American Academy of Project Management



VII. Research and Publications

Recent Publications: NIL

Speaking Engagements: NIL

Awards and Recognition: NIL

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that I shall be responsible for any willful misstatement described herein.

Date: 12th February 2025

Place: New Delhi



[Signature of Employee]

[Rajeev Gupta]