



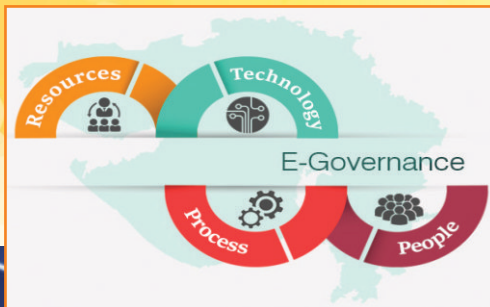
NATIONAL PRODUCTIVITY COUNCIL

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

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

“Digital Transformation Through E-Governance and ICT”

From 23rd to 27th July, 2018
at Leh (J&K)



INTRODUCTION

The enabling role of the e – Governance and ICT (Information and Communication Technology) in the delivery of services in the public and Government Sector has gained acceptance. 'SMART' Governments and citizen's empowerment have become buzz words for the policy makers.

E-Governance & ICT has become a vital part of many successful Government programmes and schemes as the opportunities are large and benefits are significant. Successful implementation of e – governance & ICT requires ability and willingness to reengineer the Government processes and the skills to manage large scale change in addition to technological infrastructure.

Further, as digital technology becomes integral part of getting work done at the work place, Government organizations would have to transform in Digital Organizations. As in e-governance the Citizen comes first, like wise in a Digital Organization empowered by ICT, the employee comes first. So for any transformation that takes, the relentless focus is on employees.

BROAD COURSE CONTENTS

- Introduction to E Governance & ICT
- Information and Communication Technology (ICT) tools
- Emergence of digital technology –Technology Trends
- Building Knowledge driven culture of innovation
- E-Governance In the digital Era-an overview
- E Governance –Process Re-engineering
- Modern Office Management Practices
- Technological Challenges in the digital era
- Case studies, Presentations and panel discussions

PARTICIPANTS PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central & State PSUs, Banks & financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, TEQIP and Academic Institutions etc.

PARTICIPATION FEE & PROGRAMME SCHEDULE

Program Code or Program Order No	NPC / GN / IE / T12 / 218 / 2018-19
The participation fees	Rs. 49,800/- + 18% GST (<i>Residential</i>) Rs. 29,000/- + 18% GST (<i>Non-Residential</i>)
Check In at Hotel/Resort	12 Noon Onwards on 23 rd July 2018
Check Out at Hotel/Resort	Before 11 AM on 27 th July 2018
Programme Start on	23- 07-2018 at 1430 hrs.
Programme Close on	27- 07-2018 at 1100 hrs.

FACULTY & PEDAGODY

The Faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field .The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS : 13th July 2018

The nominating authority should ensure that the nominations are sent with Nominating authorities & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: **P.O No: NPC /GN/IE/T12/218/2018-19.**

GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time & Acceptance of the nominations is/are subject to the seat availability & receipt of the participation fee latest by last date for Nominations.
- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s). The fee once deposited is Non-refundable, however substitutions are allowed.
- NPC will not bare any charges towards participant's to & fro travel from their residence to training program venue.
- Participants need to be medically fit & free from any medical problem which may impair his ability to attend and complete the training program.
- Participants are requested to assure their own health & safety during training period & NPC will not be liable for medical expenses incurred during training program.
- NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel has been instructed to open separate folio for each participant. You are requested to directly settle your additional dues regarding family members, laundry, telephone, mini bar, room service, overstay, etc. with hotel directly before check out.
- Any other terms and conditions applied as may be decided by NPC at any point of time.
- Due to GST Guidelines please confirm its applicability for your department. It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.

CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation to each participant on the conclusion of the programme.

PAYMENT DETAILS

<p>Fee is to be paid by DD/Cheque in the name of “National Productivity Council”</p> <p>PAN No : AAATN0402F GST No. : 24AAATN0402F1ZC</p>	<p>ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi SB A/C No. 026501000009207; MICR – 110020007; IIFSC No. IOBA0000265</p> <p>In case of ECS payment (NEFT/ RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.</p>
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FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Advanced Course on Secretarial Effectiveness: Focus on Modern IT Practices & Advanced Productivity Tools	20 th - 24 th August 2018	Diu-Somnath	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)
Systematic Problem Solving, Conflict & Change Management	25 th - 29 th September 2018	Goa	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)

For further details of program, please visit : www.npcindia.gov.in



CONTACT DETAILS:



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CORRESPONDENCE ADDRESS

NATIONAL PRODUCTIVITY COUNCIL

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