



# **ANNUAL TRAINING CALENDAR 2024-25**



**NATIONAL PRODUCTIVITY COUNCIL**

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

# Table of Contents

<b>01</b>	<b>About NPC</b>	<b>01</b>
<b>02</b>	<b>Capacity Building Initiatives of NPC</b>	<b>02</b>
<b>03</b>	<b>Important Instruction for the applicants</b>	<b>03</b>
<b>04</b>	<b>Training Calendar (Month-wise)</b>	<b>04</b>
<b>05</b>	<b>Training Calendar (Location-wise)</b>	<b>18</b>



## ■ 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, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work.

NPC extends its services to various organisations from its headquarters and through 13 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.



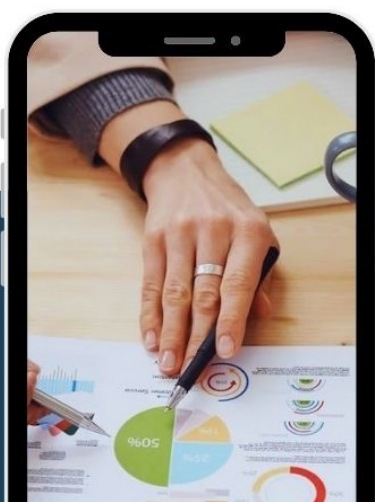
# CAPACITY BUILDING INITIATIVES OF NPC

NPC since its inception is leading the productivity movement in the country by extending its specialized consultancy and training services to various stakeholders in areas crucial to industrial / economic growth with an objective to enhance profitability and competitiveness.



NPC has also played a pivotal role over the past 66 years in capacity building of various stakeholders (Govt / PSU / PVT) in order to achieve the productivity mandate. The training programmes of NPC are primarily focused on developing human resource: people who can act as catalysts for the productivity movement of Indian economy across various domains. The Training calendar of NPC for the Financial Year 2024-25 is compilation of 119 training programmes across various subjects relevant to capacity building of individuals and organizations as a whole.

NPC also conducts focused designed training programmes as per special and customized requirements of client organisations.



**"Enhance your skills, get better."**



## IMPORTANT INSTRUCTIONS FOR THE NOMINATING AUTHORITY/ PARTICIPANTS

The nominations may be sent to the programme coordinator mentioned in the brochure downloadable from the link :

[npcindia.gov.in/NPC/User/TrainingHeadQuarter](http://npcindia.gov.in/NPC/User/TrainingHeadQuarter)

For any query please write to [npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in) or contact at 011-24607344



01

All programmes intend to provide a broad perspective on the topic and are applicable to all levels of employees.

02

The programme fee indicated is exclusive of taxes. The applicable taxes may be added in the participation fee. Please send proof of payment of participation fee along with nomination **mentioning the programme code**.

03

The last date to receive nominations is two weeks before the scheduled date of programme.

04

NPC shall offer 5% discount on participation fee to organizations sponsoring 3-5 participants , 7.5% discount on participation fee to organizations sponsoring 6-10 participants and 10% discount on participation fee to organizations sponsoring more than 10 participants.

05

The participants shall be awarded Certificate of Participation on successful completion of programme.

06

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.



**TRAINING**

# **TRAINING CALENDAR**

**(Month-wise)**



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
April'24							
1	T2425ITS01	E- procurement of Goods and Services and related GFR Rules	22 <sup>nd</sup> -26 <sup>th</sup> April'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
2	T2425JPR01	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	22 <sup>nd</sup> -26 <sup>th</sup> April'24	Mount Abu	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in
May'24							
3	T2425GNR01	Retirement empowerment training : impactful readiness for employees - uplifting programme	13 <sup>th</sup> -17 <sup>th</sup> May'24	Srinagar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
4	T2425AGR01	Advanced Course on Right to Information Act and Modern Office Management	13 <sup>th</sup> -17 <sup>th</sup> May'24	Port Blair	Rs. 65,000+ GST	Rs.48,000 + GST	Sh. S.P. Singh ( 011- 24607326 ) Email - sp.singh@npcindia.gov.in
5	T2425JPR02	Stress Management & Work Life Balance	13 <sup>th</sup> -17 <sup>th</sup> May'24	Mount Abu	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in
6	T2425ITS02	Digital Workplace: Essentials for non-IT Executives	20 <sup>th</sup> -24 <sup>th</sup> May'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
7	T2425HRM01	Stress Management & Work Life Balance	20 <sup>th</sup> -24 <sup>th</sup> May'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
8	T2425GUW01	Recruitment Rules and Reservation in services for government organisations	27 <sup>th</sup> -31 <sup>st</sup> May'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
9	T2425ECO01	Effective Office Administration and Financial Management	27 <sup>th</sup> -31 <sup>st</sup> May'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in
June'24							
10	T2425PAT01	Preventive Vigilance & Disciplinary Proceeding	03 <sup>rd</sup> -07 <sup>th</sup> June'24	Ooty	Rs.60,000 + GST	Rs.44,000 + GST	Sh. J.K. Singh ( 0612- 2558311 ) Email - jk.singh@npcindia.gov.in
11	T2425INS01	Improving Leadership, Managerial & Administrative Skills	03 <sup>rd</sup> -07 <sup>th</sup> June'24	Manali	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
12	T2425MUM01	Enhancing Leadership, Managerial and Administrative Skills	03 <sup>rd</sup> -07 <sup>th</sup> June'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
13	T2425HRM02	Aligning HR for Cyber Security	10 <sup>th</sup> -14 <sup>th</sup> June'24	Srinagar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
14	T2425ITS03	Good Governance & Transparency through RTI	10 <sup>th</sup> -14 <sup>th</sup> June'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
15	T2425GNR02	Smart Power Point Presentation, Noting & Drafting	10 <sup>th</sup> -14 <sup>th</sup> June'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
16	T2425MUM02	Advanced Course on Secretarial Effectiveness and Office Management	10 <sup>th</sup> -14 <sup>th</sup> June'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
17	T2425JPR03	Modern Office Administration & Management, Focus: HR & Digital India	17 <sup>th</sup> -21 <sup>st</sup> June'24	Mussoorie	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
18	T2425ECO02	Project Management and Financial Management	17 <sup>th</sup> -21 <sup>st</sup> June'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
19	T2425CHN01	Operation and Maintenance of Wastewater Treatment Plants	19 <sup>th</sup> -20 <sup>th</sup> June'24	AIP Chennai	Rs. 19,000 + GST	Rs. 16,000 +GST	Sh. D. Sreenivasulu ( 044- 26241059 ) d.sreenivasulu@npcindia.gov.in
20	T2425IND01	New Labour Codes, Industrial & Personnel Relation	24 <sup>th</sup> -28 <sup>th</sup> June'24	Lakshadweep	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
July'24							
21	T2425ECA01	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	08 <sup>th</sup> -12 <sup>th</sup> July'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
22	T2425ITS04	Leadership Challenges in Digital Transformation	08 <sup>th</sup> -12 <sup>th</sup> July'24	Kodaikanal	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
23	T2425ECA02	Policy entrepreneurship and programme design	08 <sup>th</sup> -12 <sup>th</sup> July'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
24	T2425AGR02	Advanced Course on Right to Information Act and Modern Office Management	15 <sup>th</sup> -19 <sup>th</sup> July'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. S.P. Singh ( 011- 24607326 ) Email - sp.singh@npcindia.gov.in
25	T2425GNR03	Managerial Leadership & Team Building	15 <sup>th</sup> -19 <sup>th</sup> July'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
26	T2425GUW02	Managing Work Life balance	22 <sup>nd</sup> -26 <sup>th</sup> July'24	Shillong	Rs. 60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
27	T2425ECO03	Stress Management and Strategic Financial Planning for Organizational Excellence	22 <sup>nd</sup> -26 <sup>th</sup> July'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in

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					Residential	Non-Residential	
28	T2425JPR04	Developing Managerial & Leadership Skills	22 <sup>nd</sup> -26 <sup>th</sup> July'24	Mount Abu	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in
August'24							
29	T2425ECA03	Mission LIFE: Lifestyle for Environment and Green Credit	05 <sup>th</sup> -09 <sup>th</sup> Aug'24	Ooty	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
30	T2425BBR01	Preparatory training for Energy Managers and Energy Auditors.	05 <sup>th</sup> -09 <sup>th</sup> Aug'24	Bhubaneswar	NA	Rs.18,300 + GST	Sh. Avijit Nayak ( 0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
31	T2425HRM03	Negotiation & Conflict Resolution Strategies	05 <sup>th</sup> -09 <sup>th</sup> Aug'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad ( 011- 24607337 ) Email - us.prasad@npcindia.gov.in
32	T2425ITS05	Preventive Vigilance, E-Procurement and Key to Good Governance	12 <sup>th</sup> -16 <sup>th</sup> Aug'24	Ooty	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
33	T2425JPR05	General Financial Rule GFR Tendering & Contract Management	17 <sup>th</sup> -21 <sup>st</sup> Aug'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in
34	T2425BBR02	Gender Sensitization & Prevention of Sexual Harassment at Workplace	19 <sup>th</sup> -23 <sup>rd</sup> Aug'24	Bhubaneswar	NA	Rs.18,300 + GST	Sh. Avijit Nayak ( 0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
35	T2425GNR04	Negotiation & Conflict Resolution Strategies	19 <sup>th</sup> -23 <sup>rd</sup> Aug'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
September'24							
36	T2425HYD01	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	09 <sup>th</sup> -13 <sup>th</sup> Sept'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Dr. B. Hemant ( 040- 24733473 ) Email - hemant.rao@npcindia.gov.in



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S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
37	T2425GUW03	RTI and Record Management	09 <sup>th</sup> -13 <sup>th</sup> Sept'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
38	T2425ECO04	Performance Management, Monitoring and Evaluation for Organizational Excellence	09 <sup>th</sup> -13 <sup>th</sup> Sept'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in
39	T2425GNR05	Productivity Improvement through Team Building and Effective Communication	09 <sup>th</sup> -13 <sup>th</sup> Sept'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
40	T2425HRM04	Leadership & Team Building	09 <sup>th</sup> -13 <sup>th</sup> Sept'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
41	T2425CHN02	Why is Power Quality in Electrical Systems Such a Big Issue.....?	09 <sup>th</sup> -10 <sup>th</sup> Sept'24	AIP Chennai	Rs. 15,000 + GST	Rs. 12,000 +GST	Sh. D. Sreenivasulu ( 044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in
42	T2425PAT02	Soft Skills for Productivity Improvement	16 <sup>th</sup> -20 <sup>th</sup> Sept'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. J.K. Singh ( 0612- 2558311 ) Email - jk.singh@npcindia.gov.in
43	T2425CHN03	Productivity Improvement Tools and Techniques	18 <sup>th</sup> -20 <sup>th</sup> Sept'24	AIP Chennai	Rs. 19,500 + GST	Rs. 15,000 +GST	Sh. D. Sreenivasulu ( 044- 26241059 ) Email - d.sreenivasulu@npcindia.gov.in
44	T2425IND02	Contract Management/ Safeguards in tendering, public procurement	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Manali	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
45	T2425MUM03	Quality Control Tools for Organizational Problem Solving	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
46	T2425ITS06	Good Governance & Transparency through RTI	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in

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S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
47	T2425ECA04	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
48	T2425KOL01	Environment, Social and Governance (ESG)- Way to Sustainability	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Shankar chakraborty (033-22876069) Email- s.chakraborty@npcindia.gov.in
October'24							
49	T2425MUM04	Advanced Course on Productivity and Digital Workplace Management	07 <sup>th</sup> -11 <sup>th</sup> Oct'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
50	T2425ECO05	Effective Office Administration and Financial Management	14 <sup>th</sup> -18 <sup>th</sup> Oct'24	Varanasi	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in
51	T2425KNP01	Team Work for Better Performance & Developing a Strategy to deal with Stress	14 <sup>th</sup> -18 <sup>th</sup> Oct'24	Jaisalmer	Rs.60,000 + GST	Rs.44,000 + GST	Ms. Preeti gangwar (0512-2224176) Email - preeti.g@npcindia.gov.in
52	T2425JPR06	Finance & GFR for functional & Non-Finance Executives	14 <sup>th</sup> -18 <sup>th</sup> Oct'24	Jaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in
53	T2425MUM05	Management Development Program for Decision Making and Problem Solving	14 <sup>th</sup> -18 <sup>th</sup> Oct'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
54	T2425HYD02	Good Governance & Transparency through RTI	21 <sup>st</sup> -25 <sup>th</sup> Oct'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Dr. B. Hemant ( 040- 24733473 ) Email - hemant.rao@npcindia.gov.in
55	T2425ITS07	Digital Workplace: Essentials for non-IT Executives	21 <sup>st</sup> -25 <sup>th</sup> Oct'24	Kanyakumari	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in



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S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
56	T2425BBR03	Secretarial Effectiveness and Modern Office Management	21 <sup>st</sup> -26 <sup>th</sup> Oct'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Avijit Nayak ( 0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
57	T2425HRM05	RTI & Office Management	21 <sup>st</sup> -25 <sup>th</sup> Oct'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
November'24							
58	T2425HYD03	Capacity Building on 4 New Labour Codes – strategy & Compliance Management	04 <sup>th</sup> -08 <sup>th</sup> Nov'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Dr. B. Hemant ( 040- 24733473 ) Email - hemant.rao@npcindia.gov.in
59	T2425BBR04	Public Procurement and Contracts management	04 <sup>th</sup> -08 <sup>th</sup> Nov'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Avijit Nayak ( 0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
60	T2425CHN04	Industrial Practitioner's Course on Energy Efficiency	04 <sup>th</sup> -08 <sup>th</sup> Nov'24	AIP Chennai	Rs. 30,500 + GST	Rs. 23,000 +GST	Sh. D. Sreenivasulu ( 044- 26241059 ) Email - d.sreenivasulu@npcindia.gov.in
61	T2425PAT03	Tendering & Procurement through GeM	11 <sup>th</sup> -15 <sup>th</sup> Nov'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. J.K. Singh ( 0612- 2558311 ) Email - jk.singh@npcindia.gov.in
62	T2425HRM06	HRM and Analytics	11 <sup>th</sup> -15 <sup>th</sup> Nov'24	Kathmandu	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
63	T2425KOL02	Lean Manufacturing and Industry 4.0	12 <sup>th</sup> -14 <sup>th</sup> Nov'24	Kolkata	NA	Rs. 15,000 +GST	Sh. Shankar chakraborty (033-22876069) Email- s.chakraborty@npcindia.gov.in
64	T2425ECA05	Environment, Social and Governance (ESG)- Way to Sustainability	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
65	T2425ECO06	Effective Office Administration and Financial Management	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in
66	T2425ITS08	E- procurement of Goods and Services and related GFR Rules	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in

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S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
67	T2425GNR06	Finance & Accounts	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
68	T2425MUM06	Advanced Course on Effective Digital Office Management	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
69	T2425JPR07	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in
70	T2425CHN05	Centrifugal Pumps – How to Efficiently Operate & Maintain Them? – All you wanted to know	18 <sup>th</sup> -20 <sup>th</sup> Nov'24	AIP Chennai	Rs. 22,500 +GST	Rs. 18,000 +GST	Sh. D. Sreenivasulu ( 044- 26241059 ) Email - d.sreenivasulu@npcindia.gov.in
71	T2425GUW04	Procurement and Contract Management	25 <sup>th</sup> -29 <sup>th</sup> Nov'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
72	T2425ECA06	Policy prototyping, Schemes design and projects implementation and Monitoring; Evaluation	25 <sup>th</sup> -29 <sup>th</sup> Nov'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
December'24							
73	T2425HYD04	Neuro Linguistic Programming	02 <sup>nd</sup> -06 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Dr. B. Hemant ( 040- 24733473 ) Email - hemant.rao@npcindia.gov.in
74	T2425HRM07	Design Thinking in Human Resource Management	02 <sup>nd</sup> -06 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
75	T2425JPR08	Administrative Effectiveness, Focus: POSH & RTI	09 <sup>th</sup> -13 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
76	T2425MUM07	Enhancing Leadership, Managerial and Administrative Skills	09 <sup>th</sup> -13 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
77	T2425GUW05	Soft skills for productivity improvement	09 <sup>th</sup> -13 <sup>th</sup> Dec'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
78	T2425IND03	Stress Management for Improving Productivity	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
79	T2425ECO07	Project Management and Financial Management	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary ( 011- 24607311 ) Email - bp.bhandary@npcindia.gov.in
80	T2425AGR03	Leadership, Team Building and Performance Management	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. S.P. Singh ( 011- 24607326 ) Email - sp.singh@npcindia.gov.in
81	T2425ITS09	Digital Transformation through e-Governance	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
82	T2425GNR07	Digital Transformation through e-Governance & ICT	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
83	T2425ECA07	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
84	T2425JPR09	Future Leadership Development Programme for organisational effectiveness & productivity	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
85	T2425JPR10	Administrative Effectiveness, Focus: Preventive Vigilance & e-Procurement	16 <sup>th</sup> -20 <sup>th</sup> Dec'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov.in
86	T2425MUM08	Management Development Program for Decision Making and Problem Solving	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
87	T2425INS02	Modern Office Management, Team Building, Leadership & Performance Management	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
88	T2425AGR04	Advanced Course on Right to Information Act and Modern Office Management	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. S.P. Singh ( 011- 24607326 ) Email - sp.singh@npcindia.gov.in
89	T2425PAT04	Emotional intelligence for Effective Leadership & Work Life Balance	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. J.K. Singh ( 0612- 2558311 ) Email - jk.singh@npcindia.gov.in
January'25							
90	T2425GNR08	Systematic Problem Solving, Conflict resolution and change Management	06 <sup>th</sup> -10 <sup>th</sup> Jan'25	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079- 23287344) Email - rahul.kirkire@npcindia.gov.in
91	T2425CHN06	Modern office Management	06 <sup>th</sup> -10 <sup>th</sup> Jan'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. D. Sreenivasulu ( 044- 26241059 ) d.sreenivasulu@npcindia.gov.in
92	T2425KNP02	Professional Work & Personal Life Balance for High Productivity in Organization	06 <sup>th</sup> -10 <sup>th</sup> Jan'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Preeti gangwar (0512-2224176) Email - preeti.g@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
93	T2425HRM08	Negotiation & Conflict Resolution Strategies	06 <sup>th</sup> -10 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
94	T2425ECA08	Environment, Social and Governance (ESG)- Way to Sustainability	13 <sup>th</sup> -17 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
95	T2425IND04	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	13 <sup>th</sup> -17 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
96	T2425ECO08	Effective Office Administration and Financial Management	20 <sup>th</sup> -24 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in
97	T2425ITS10	Preventive Vigilance, E-Procurement and Key to Good Governance	20 <sup>th</sup> -24 <sup>th</sup> Jan'25	Port Blair	Rs.65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
98	T2425MUM09	Quality Control Tools for Organizational Problem Solving	20 <sup>th</sup> -24 <sup>th</sup> Jan'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
99	T2425HYD05	Water Footprint and Water Audit through IT Enabled Applications and demonstration of Water Audit Software's	27 <sup>th</sup> -31 <sup>st</sup> Jan'25	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Dr. B. Hemant ( 040- 24733473 ) Email - hemant.rao@npcindia.gov.in
100	T2425GUW06	Preventive Vigilance & Disciplinary Proceedings	27 <sup>th</sup> -31 <sup>st</sup> Jan'25	Kaziranga	Rs.60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
101	T2425KOL03	Upcoming Trends in Energy & Safety Management Practices	29 <sup>th</sup> -31 <sup>st</sup> Jan'25	Kolkata	NA	Rs. 15,000 +GST	Sh. Shankar chakraborty (033-22876069) Email- s.chakraborty@npcindia.gov.in
February'25							
102	T2425HRM09	Stress Management & Work Life Balance	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
103	T2425GNR09	Advanced Course on Modern Office and Productivity Management	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
104	T2425CHN07	Hands-on Energy Efficiency Training in Select Electrical & Thermal Utilities	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	AIP Chennai	Rs. 27,500 +GST	Rs. 20,000+GST	Sh. D. Sreenivasulu ( 044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in
105	T2425CHN08	Finance for Non-Finance Executives	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Kodaikana l	Rs.60,000 + GST	Rs.44,000 + GST	Sh. D. Sreenivasulu ( 044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in
106	T2425BBR05	Safety leadership	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Avijit Nayak ( 0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
107	T2425ECA09	Mission LIFE: Lifestyle for Environment and Green Credit	10 <sup>th</sup> -14 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. K.D. Bhardwaj ( 011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
108	T2425ITS11	E- procurement of Goods and Services, and related GFR Rules	10 <sup>th</sup> -14 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
109	T2425IND05	Developing Competencies of Executives Secretaries, PA3 & Office staff for better Performance	17 <sup>th</sup> -21 <sup>st</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
110	T2425MUM10	Advanced Course on Secretarial Effectiveness and Office Management	17 <sup>th</sup> -21 <sup>st</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
111	T2425ECO09	Procurement Management and Financial Management	20 <sup>th</sup> -24 <sup>th</sup> Feb'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in
112	T2425CHN09	Soft Skills for Productivity Improvement	24 <sup>th</sup> -28 <sup>th</sup> Feb'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. D. Sreenivasulu ( 044- 26241059 ) d.sreenivasulu@npcindia.gov.in
March'25							
113	T2425HRM10	RTI & Office Management	03 <sup>rd</sup> -07 <sup>th</sup> March'25	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad ( 011-24607337 ) Email - us.prasad@npcindia.gov.in
114	T2425CHN10	Team Building and Leadership	03 <sup>rd</sup> -07 <sup>th</sup> March'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. D. Sreenivasulu ( 044- 26241059 ) Email - d.sreenivasulu@npcindia.gov.in
115	T2425GNR10	Work-life Balance & Stress Management	03 <sup>rd</sup> -07 <sup>th</sup> March'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
116	T2425ITS12	Preventive Vigilance, E-Procurement and Key to Good Governance	17 <sup>th</sup> -21 <sup>st</sup> March'25	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai ( 011- 24607321 ) Email - nikhil.p@npcindia.gov.in
117	T2425ECO10	Conflict Resolution and Strategic Financial Management	19 <sup>th</sup> -23 <sup>rd</sup> March'25	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary ( 011-24607311 ) Email - bp.bhandary@npcindia.gov.in
118	T2425IND06	Establishment vigilance and disciplinary proceedings	24 <sup>th</sup> -28 <sup>th</sup> March'25	Srinagar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
119	T2425PAT05	Labour Laws and Labour Codes	24 <sup>th</sup> -28 <sup>th</sup> March'25	Gaya	Rs.60,000 + GST	Rs.44,000 + GST	Sh. J.K. Singh ( 0612- 2558311 ) Email - jk.singh@npcindia.gov.in



**TRAINING**

# **TRAINING CALENDAR**

**(Location-wise)**



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
Andaman and Nicobar Islands							
1	T2425AGR01	Advanced Course on Right to Information Act and Modern Office Management	13 <sup>th</sup> –17 <sup>th</sup> May'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. S.P. Singh (011- 24607326 ) Email - sp.singh@npcindia.gov.in
2	T2425HYD02	Good Governance & Transparency through RTI	21 <sup>st</sup> –25 <sup>th</sup> Oct'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Dr. B. Hemant (040- 24733473 ) Email - hemant.rao@npcindia.gov.in
3	T2425ITS08	E- procurement of Goods and Services and related GFR Rules	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
4	T2425ECO06	Effective Office Administration and Financial Management	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
5	T2425GUW04	Procurement and Contract Management	25 <sup>th</sup> -29 <sup>th</sup> Nov'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
6	T2425PAT04	Emotional intelligence for Effective Leadership & Work Life Balance	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. J.K. Singh (0612- 2558311 ) Email - jk.singh@npcindia.gov.in
7	T2425HRM08	Negotiation & Conflict Resolution Strategies	06 <sup>th</sup> –10 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in
8	T2425ECA08	Environment, Social and Governance (ESG)- Way to Sustainability	13 <sup>th</sup> –17 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
9	T2425IND04	CORPORATE SOCIAL RESPONSIBILITY (CSR) -Business meets Community for Sustainable Development	13 <sup>th</sup> –17 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
10	T2425ECO08	Effective Office Administration and Financial Management	20 <sup>th</sup> – 24 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
11	T2425ITS10	Preventive Vigilance, E-Procurement and Key to Good Governance	20 <sup>th</sup> – 24 <sup>th</sup> Jan'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
12	T2425BBR05	Safety leadership	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Avijit Nayak (0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
13	T2425ECO09	Procurement Management and Financial Management	20 <sup>th</sup> –24 <sup>th</sup> Feb'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
14	T2425CHN09	Soft Skills for Productivity Improvement	24 <sup>th</sup> –28 <sup>th</sup> Feb'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov.in
15	T2425GNR10	Work-life Balance & Stress Management	03 <sup>rd</sup> -07 <sup>th</sup> March'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
16	T2425CHN10	Team Building and Leadership	03 <sup>rd</sup> -07 <sup>th</sup> March'25	Port Blair	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov.in
Assam							
17	T2425GUW06	Preventive Vigilance & Disciplinary Proceedings	27 <sup>th</sup> – 31 <sup>st</sup> Jan'25	Kaziranga	Rs.60,000+ GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
Bihar							
18	T2425PAT05	Labour Laws and Labour Codes	24 <sup>th</sup> –28 <sup>th</sup> March'25	Gaya	Rs. 60000 + GST	Rs 44000 + GST	Sh. J.K. Singh (0612- 2558311 ) Email - jk.singh@npcindia.gov.in
Goa							
19	T2425MUM01	Enhancing Leadership, Managerial and Administrative Skills	03 <sup>rd</sup> -07 <sup>th</sup> June'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
20	T2425MUM02	Advanced Course on Secretarial Effectiveness and Office Management	10 <sup>th</sup> –14 <sup>th</sup> June'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
21	T2425GNR04	Negotiation & Conflict Resolution Strategies	19 <sup>th</sup> -23 <sup>rd</sup> Aug'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
22	T2425HRM04	Leadership & Team Building	09 <sup>th</sup> –13 <sup>th</sup> Sept'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in
23	T2425MUM03	Quality Control Tools for Organizational Problem Solving	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay (022-23002924 ) Email - achattopadhyay@npcindia.gov.in
24	T2425ITS06	Good Governance & Transparency through RTI	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
25	T2425MUM04	Advanced Course on Productivity and Digital Workplace Management	07 <sup>th</sup> –11 <sup>th</sup> Oct'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
26	T2425MUM05	Management Development Program for Decision Making and Problem Solving	14 <sup>th</sup> –18 <sup>th</sup> Oct'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
27	T2425GNR06	Finance & Accounts	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
28	T2425MUM06	Advanced Course on Effective Digital Office Management	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
29	T2425HRM07	Design Thinking in Human Resource Management	02 <sup>nd</sup> -06 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in
30	T2425HYD04	Neuro Linguistic Programming	02 <sup>nd</sup> –06 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Dr. B. Hemant (040- 24733473 ) Email - hemant.rao@npcindia.gov.in
31	T2425MUM07	Enhancing Leadership, Managerial and Administrative Skills	09 <sup>th</sup> –13 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
32	T2425JPR08	Administrative Effectiveness, Focus: POSH & RTI	09 <sup>th</sup> –13 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
33	T2425ECA07	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	16 <sup>th</sup> –20 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
34	T2425GNR07	Digital Transformation through e-Governance & ICT	16 <sup>th</sup> –20 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
35	T2425ITS09	Digital Transformation through e-Governance	16 <sup>th</sup> –20 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
36	T2425MUM08	Management Development Program for Decision Making and Problem Solving	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
37	T2425AGR04	Advanced Course on Right to Information Act and Modern Office Management	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. S.P. Singh (011- 24607326 ) Email - sp.singh@npcindia.gov.in
38	T2425INS02	Modern Office Management, Team Building, Leadership & Performance Management	23 <sup>rd</sup> -27 <sup>th</sup> Dec'24	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
39	T2425KNP02	Professional Work & Personal Life Balance for High Productivity in Organization	06 <sup>th</sup> – 10 <sup>th</sup> Jan'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Preeti gangwar (0512-2224176 ) Email - preeti.g@npcindia.gov.in
40	T2425CHN06	Modern office Management	06 <sup>th</sup> –10 <sup>th</sup> Jan'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov.in
41	T2425MUM09	Quality Control Tools for Organizational Problem Solving	20 <sup>th</sup> –24 <sup>th</sup> Jan'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
42	T2425HRM09	Stress Management & Work-Life Balance	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
43	T2425GNR09	Advanced Course on Modern Office and Productivity Management	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
44	T2425ECA09	Mission LIFE: Lifestyle for Environment and Green Credit	10 <sup>th</sup> -14 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
45	T2425ITS11	E- procurement of Goods and Services, and related GFR Rules	10 <sup>th</sup> -14 <sup>th</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
46	T2425IND05	Developing Competencies of Executives Secretaries, PA3 & Office staff for better Performance	17 <sup>th</sup> -21 <sup>st</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
47	T2425MUM10	Advanced Course on Secretarial Effectiveness and Office Management	17 <sup>th</sup> -21 <sup>st</sup> Feb'25	Goa	Rs. 65,000 + GST	Rs.48,000 + GST	Ms. Arundhati Chattopadhyay ( 022-23002924 ) Email - achattopadhyay@npcindia.gov.in
<b>Himachal Pradesh</b>							
48	T2425INS01	Improving Leadership, Managerial & Administrative Skills	03 <sup>rd</sup> -07 <sup>th</sup> June'24	Manali	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
49	T2425IND02	Contract Management/ Safeguards in tendering, public procurement	23 <sup>rd</sup> - 27 <sup>th</sup> Sept'24	Manali	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
<b>Jammu and Kashmir</b>							
50	T2425GNR01	Retirement empowerment training : impactful readiness for employees - uplifting programme	13 <sup>th</sup> - 17 <sup>th</sup> May'24	Srinagar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
51	T2425HRM02	Aligning HR for Cyber Security	10 <sup>th</sup> -14 <sup>th</sup> June'24	Srinagar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
52	T2425IND06	Establishment vigilance and disciplinary proceedings	24 <sup>th</sup> –28 <sup>th</sup> March'25	Srinagar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
Kerala							
53	T2425ITS01	E- procurement of Goods and Services, and related GFR Rules	22 <sup>nd</sup> -26 <sup>th</sup> April'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
54	T2425ECA02	Policy entrepreneurship and programme design	08 <sup>th</sup> –12 <sup>th</sup> July'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
55	T2425HRM03	Negotiation & Conflict Resolution Strategies	05 <sup>th</sup> –09 <sup>th</sup> Aug'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in
56	T2425HYD03	Capacity Building on 4 New Labour Codes – strategy & Compliance Management	04 <sup>th</sup> –08 <sup>th</sup> Nov'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Dr. B. Hemant (040- 24733473 ) Email - hemant.rao@npcindia.gov.in
57	T2425PAT03	Tendering & Procurement through GeM	11 <sup>th</sup> –15 <sup>th</sup> Nov'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. J.K. Singh (0612- 2558311 ) Email - jk.singh@npcindia.gov.in
58	T2425ECA05	Environment, Social and Governance (ESG)- Way to Sustainability	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
59	T2425GUW05	Soft skills for productivity improvement	09 <sup>th</sup> –13 <sup>th</sup> Dec'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
60	T2425IND03	Stress Management for Improving Productivity	16 <sup>th</sup> – 20 <sup>th</sup> Dec'24	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
61	T2425HRM10	RTI & Office Management	03 <sup>rd</sup> -07 <sup>th</sup> March'25	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in
62	T2425ITS12	Preventive Vigilance, E-Procurement and Key to Good Governance	17 <sup>th</sup> - 21 <sup>st</sup> March'25	Munnar	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
Ladakh							
63	T2425ITS02	Digital Workplace: Essentials for non-IT Executives	13 <sup>th</sup> – 17 <sup>th</sup> May'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
64	T2425GUW01	Recruitment Rules and Reservation in services for government organisations	27 <sup>th</sup> –31 <sup>st</sup> May'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
65	T2425GNR02	Smart Power Point Presentation, Noting & Drafting	10 <sup>th</sup> –14 <sup>th</sup> June'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
66	T2425ECO02	Project Management and Financial Management	17 <sup>th</sup> –21 <sup>st</sup> June'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
67	T2425ECA01	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	08 <sup>th</sup> –12 <sup>th</sup> July'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
68	T2425AGR02	Advanced Course on Right to Information Act and Modern Office Management	15 <sup>th</sup> –19 <sup>th</sup> July'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. S.P. Singh (011- 24607326 ) Email - sp.singh@npcindia.gov.in
69	T2425ECO03	Stress Management and Strategic Financial Planning for Organizational Excellence	22 <sup>nd</sup> -26 <sup>th</sup> July'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
70	T2425HYD01	Right to Information Act, 2005 – Latest Amendments & Disciplinary Proceedings	09 <sup>th</sup> –13 <sup>th</sup> Sept'24	Leh	Rs.60,000 + GST	Rs.44,000 + GST	Dr. B. Hemant (040- 24733473 ) Email - hemant.rao@npcindia.gov.in
Lakshadweep							
71	T2425IND01	New Labour Codes, Industrial &Personnel Relation	24 <sup>th</sup> –28 <sup>th</sup> June'24	Lakshadweep	Rs.60,000 + GST	Rs.44,000 + GST	Sh. G. Saravanan ( 011- 24607314 ) Email - g.saravanan@npcindia.gov.in
Nepal							
72	T2425HRM06	HRM and Analytics	11 <sup>th</sup> -15 <sup>th</sup> Nov'24	Kathmandu	Rs. 65,000 + GST	Rs.48,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
Meghalaya							
73	T2425GUW02	Managing Work Life balance	22 <sup>nd</sup> -26 <sup>th</sup> July'24	Shillong	Rs. 60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
Odisha							
74	T2425BBR01	Preparatory training for Energy Managers and Energy Auditors.	05 <sup>th</sup> –09 <sup>th</sup> Aug'24	Bhubaneswar	NA	Rs.18,300 + GST	Sh. Avijit Nayak (0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
75	T2425BBR02	Gender Sensitization & Prevention of Sexual Harassment at Workplace	19 <sup>th</sup> -23 <sup>rd</sup> Aug'24	Bhubaneswar	NA	Rs.18,300 + GST	Sh. Avijit Nayak (0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
76	T2425GUW03	RTI and Record Management	09 <sup>th</sup> –13 <sup>th</sup> Sept'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Dr. Rajat Sharma ( 0361- 3512552 ) Email - rajat.sharma@npcindia.gov.in
77	T2425KOL01	Environment, Social and Governance (ESG)- Way to Sustainability	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Shankar chakraborty (033-22876069) Email- s.chakraborty@npcindia.gov.in
78	T2425BBR03	Secretarial Effectiveness and Modern Office Management	21 <sup>st</sup> –26 <sup>th</sup> Oct'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Avijit Nayak (0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
79	T2425BBR04	Public Procurement and Contracts management	04 <sup>th</sup> –08 <sup>th</sup> Nov'24	Puri	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Avijit Nayak (0674- 2397381/26 ) Email - avijit.nayak@npcindia.gov.in
Rajasthan							
80	T2425JPR01	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	22 <sup>nd</sup> -26 <sup>th</sup> April'24	Mount Abu	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
81	T2425JPR02	Stress Management & Work Life Balance	13 <sup>th</sup> -17 <sup>th</sup> May'24	Mount Abu	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
82	T2425JPR04	Developing Managerial & Leadership Skills	22 <sup>nd</sup> -26 <sup>th</sup> July'24	Mount Abu	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
83	T2425JPR05	General Financial Rule GFR Tendering & Contract Management	17 <sup>th</sup> –21 <sup>st</sup> Aug'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
84	T2425GNR05	Productivity Improvement through Team Building and Effective Communication	09 <sup>th</sup> –13 <sup>th</sup> Sept'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
85	T2425JPR06	Finance & GFR for functional & Non-Finance Executives	14 <sup>th</sup> –18 <sup>th</sup> Oct'24	Jaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
86	T2425KNP01	Team Work for Better Performance & Developing a Strategy to deal with Stress	14 <sup>th</sup> –18 <sup>th</sup> Oct'24	Jaisalmer	Rs.60,000 + GST	Rs.44,000 + GST	Ms. Preeti gangwar (0512-2224176 ) Email - preeti.g@npcindia.gov.in
87	T2425JPR07	Advanced Course on Secretarial Effectiveness, Capacity Building Programme	18 <sup>th</sup> -22 <sup>nd</sup> Nov'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
88	T2425JPR10	Administrative Effectiveness, Focus: Preventive Vigilance & e-Procurement	16 <sup>th</sup> –20 <sup>th</sup> Dec'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
89	T2425JPR09	Future Leadership Development Programme for organisational effectiveness & productivity	16 <sup>th</sup> –20 <sup>th</sup> Dec'24	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
90	T2425GNR08	Systematic Problem Solving, Conflict resolution and change Management	06 <sup>th</sup> –10 <sup>th</sup> Jan'25	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
91	T2425HYD05	Water Footprint and Water Audit through IT Enabled Applications and demonstration of Water Audit Software's	27 <sup>th</sup> – 31 <sup>st</sup> Jan'25	Udaipur	Rs.60,000 + GST	Rs.44,000 + GST	Dr. B. Hemant (040- 24733473 ) Email - hemant.rao@npcindia.gov.in
<b>Sikkim</b>							
92	T2425HRM01	Stress Management & Work Life Balance	20 <sup>th</sup> –24 <sup>th</sup> May'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
93	T2425ECO01	Effective Office Administration and Financial Management	27 <sup>th</sup> –31 <sup>st</sup> May'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
94	T2425ITS03	Good Governance & Transparency through RTI	10 <sup>th</sup> –14 <sup>th</sup> June'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
95	T2425GNR03	Managerial Leadership & Team Building	15 <sup>th</sup> –19 <sup>th</sup> July'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Rahul Kirkire (079-23287344) Email - rahul.kirkire@npcindia.gov.in
96	T2425ECO04	Performance Management, Monitoring and Evaluation for Organizational Excellence	09 <sup>th</sup> –13 <sup>th</sup> Sept'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
97	T2425PAT02	Soft Skills for Productivity Improvement	16 <sup>th</sup> –20 <sup>th</sup> Sept'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. J.K. Singh (0612- 2558311 ) Email - jk.singh@npcindia.gov.in
98	T2425ECA04	Human Rights and Anti-Corruption & Anti-bribery Management System to improve Governance as part of ESG	23 <sup>rd</sup> -27 <sup>th</sup> Sept'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
99	T2425HRM05	RTI & Office Management	21 <sup>st</sup> –25 <sup>th</sup> Oct'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Umashankar Prasad (011-24607337 ) Email - us.prasad@npcindia.gov.in
100	T2425ECA06	Policy prototyping, Schemes design and projects implementation and Monitoring; Evaluation	25 <sup>th</sup> –29 <sup>th</sup> Nov'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
101	T2425AGR03	Leadership, Team Building and Performance Management	16 <sup>th</sup> –20 <sup>th</sup> Dec'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. S.P. Singh (011- 24607326 ) Email - sp.singh@npcindia.gov.in
102	T2425ECO07	Project Management and Financial Management	16 <sup>th</sup> –20 <sup>th</sup> Dec'24	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
103	T2425ECO10	Conflict Resolution and Strategic Financial Management	19 <sup>th</sup> -23 <sup>rd</sup> March'25	Gangtok	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in



## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
Tamil Nadu							
104	T2425PAT01	Preventive Vigilance & Disciplinary Proceeding	03 <sup>rd</sup> -07 <sup>th</sup> June'24	Ooty	Rs.60,000 + GST	Rs.44,000 + GST	Sh. J.K. Singh (0612- 2558311 ) Email - jk.singh@npcindia.gov.in
105	T2425CHN01	Operation and Maintenance of Wastewater Treatment Plants	19 <sup>th</sup> -20 <sup>th</sup> June'24	AIP Chennai	Rs. 19,000 + GST	Rs. 16,000 +GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in
106	T2425ITS04	Leadership Challenges in Digital Transformation	08 <sup>th</sup> –12 <sup>th</sup> July'24	Kodaikanal	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
107	T2425ECA03	Mission LIFE: Lifestyle for Environment and Green Credit	05 <sup>th</sup> –09 <sup>th</sup> Aug'24	Ooty	Rs.60,000 + GST	Rs.44,000 + GST	Sh. K.D. Bhardwaj (011- 24607313 ) Email - kd.bhardwaj@npcindia.gov.in
108	T2425ITS05	Preventive Vigilance, E-Procurement and Key to Good Governance	12 <sup>th</sup> –16 <sup>th</sup> Aug'24	Ooty	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
109	T2425CHN02	Why is Power Quality in Electrical Systems Such a Big Issue.....?	09 <sup>th</sup> –10 <sup>th</sup> Sept'24	AIP Chennai	Rs.15,000 + GST	Rs.12,000 +GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in
110	T2425CHN03	Productivity Improvement Tools and Techniques	18 <sup>th</sup> –20 <sup>th</sup> Sept'24	AIP Chennai	Rs. 19,500 + GST	Rs.15,000 +GST	Sh. D. Sreenivasulu (044- 26241059 ) d.sreenivasulu@npcindia.gov .in
111	T2425ITS07	Digital Workplace: Essentials for non-IT Executives	21 <sup>st</sup> –25 <sup>th</sup> Oct'24	Kanyakumari	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Nikhil Panchbhai (011- 24607321 ) Email - nikhil.p@npcindia.gov.in
112	T2425CHN04	Industrial Practitioner’s Course on Energy Efficiency	04 <sup>th</sup> –08 <sup>th</sup> Nov'24	AIP Chennai	Rs. 30,500 + GST	Rs. 23,000 +GST	Sh. D. Sreenivasulu (044- 26241059 ) d.sreenivasulu@npcindia.gov .in
113	T2425CHN05	Centrifugal Pumps – How to Efficiently Operate & Maintain Them? – All you wanted to know	18 <sup>th</sup> –20 <sup>th</sup> Nov'24	AIP Chennai	Rs. 22,500 +GST	Rs. 18,000 +GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in

## NPC Annual Training Calendar 2024-25

S. No	Programme Code	Title of Programme	Duration	Venue	Programme Fee		Contact Details
					Residential	Non-Residential	
114	T2425CHN07	Hands-on Energy Efficiency Training in Select Electrical & Thermal Utilities	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	AIP Chennai	Rs. 27,500 +GST	Rs.20,000+GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in
115	T2425CHN08	Finance for Non-Finance Executives	03 <sup>rd</sup> -07 <sup>th</sup> Feb'25	Kodaikanal	Rs.60,000 + GST	Rs.44,000 + GST	Sh. D. Sreenivasulu (044- 26241059 ) Email - d.sreenivasulu@npcindia.gov .in
Uttarakhand							
116	T2425JPR03	Modern Office Administration & Management, Focus: HR & Digital India	17 <sup>th</sup> -21 <sup>st</sup> June'24	Mussoorie	Rs.60,000 + GST	Rs.44,000 + GST	Sh. Mukesh Singh ( 0141- 2702935 ) Email - mukesh.singh@npcindia.gov. in
Uttar Pradesh							
117	T2425ECO05	Effective Office Administration and Financial Management	14 <sup>th</sup> -18 <sup>th</sup> Oct'24	Varanasi	Rs.60,000 + GST	Rs.44,000 + GST	Sh. B.P. Bhandary (011-24607311 ) Email - bp.bhandary@npcindia.gov.in
West Bengal							
118	T2425KOL02	Lean Manufacturing and Industry 4.0	12 <sup>th</sup> -14 <sup>th</sup> Nov'24	Kolkata	NA	Rs.15,000 +GST	Sh. Shankar chakraborty (033-22876069) Email- s.chakraborty@npcindia.gov.in
119	T2425KOL03	Upcoming Trends in Energy & Safety Management Practices	29 <sup>th</sup> -31 <sup>st</sup> Jan'25	Kolkata	NA	Rs.15,000 +GST	Sh. Shankar chakraborty (033-22876069) Email- s.chakraborty@npcindia.gov.in

Nominations for the program and payment can be done Online by visiting:

<https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter>

(Challan generation, NEFT, RTGS are also available for payment)



## OUR SERVICES



CONSULTANCY



CAPACITY BUILDING  
& TRAINING



EVIDENCE BASED  
RESEARCH



PROJECT MONITORING  
& EVALUATION



PRODUCTIVITY  
PROMOTION



CENTRE OF  
EXCELLENCE



RECRUITMENT  
SERVICES



WATER & ENERGY  
AUDITS

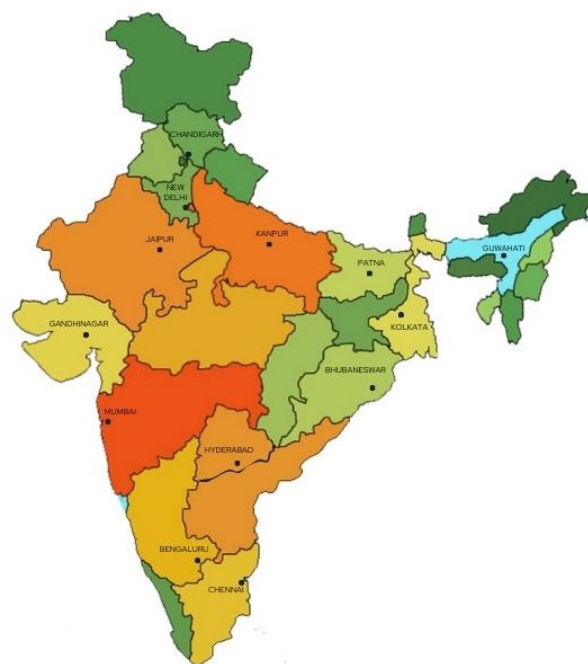


5-S CERTIFICATION

## OUR COMPETENCIES

INDUSTRIAL ENGINEERING	ENVIRONMENT & CLIMATE ACTION	ENERGY EFFICIENCY
RECRUITMENT SOLUTIONS	 NATIONAL PRODUCTIVITY COUNCIL	IT APPLICATIONS
AGRICULTURE & ALLIED SECTORS		PROJECT FORMULATION, MONITORING & EVALUATION
POLICY FORMULATION & ADVICE	PRODUCTIVITY FOR ATMANIRBHAR BHARAT	ORGANISATION DEVELOPMENT

## OUR PRESENCE



NATIONAL  
PRODUCTIVITY COUNCIL  
UTPADAUKTA BHAVAN  
5-6 INSTITUTIONAL AREA  
LODHI ROAD, NEW DELHI  
- 110003



# **NPC Annual Training Calendar 2024-25**

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