



National Productivity Council

Training Program on

**Effective Office Management: Focus: e-Procurement,
Tendering & Contract Management, GEM & GFR**

PROGRAMME : T2627JPR02

*06-10 July 2026
(Mount Abu)*



1. 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 need 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.

2. 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 are the key to positive administrative changes. This training emphasizes the need for knowledge and expertise in various aspects of e-Procurement & GeM, GFR, Tendering & Contract Management to bring transparency and ease in the delivery system. All executives irrespective of their functional allocation must be aware of the aforesaid concepts to develop accountability of public servants.

Procurement has become a specialized function in the era of changing business environment calls for efficient, responsive, and transparent purchase procedures. GeM – Government e-Marketplace is the national portal to make public procurement transparent & simple. Conceived by Government of India, GeM is an e-business platform for procurement of goods & services by government organizations. Both these functions couldn't be done effectively without in dept knowledge of Tenderinh & Contract Management and GFR.

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

- John C Maxwell

3. LEARNING OBJECTIVES

- The programme aims to enhance efficiency & accountability of organisation through “Effective Procurement Management”.
- To enhance competency level of the participants on the subject public procurement, e-procurement & GeM.
- To develop an understanding of Tendering Process, Contract Management and GFR.

4. BROAD PROGRAMME COVERAGE

The program exposes the participants to develop

- Public procurement procedures and policy instructions based on the General Financial Rules (GFR) of the Dept. of expenditure, Ministry of Finance, Government of India.
- The General Financial Rules
- Modes of procurement offered by GeM - direct purchase, L1, bid & reverse auction in a paperless manner.
- Basic Functioning of GeM portal, currently being used by almost all departments/ organizations of central and state governments as mandated mandatory by the Government of India.

5. 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.

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management including administration, finance, purchase, personnel & training/HRD, contracts, procurement, etc. from organisation. The details of the program and their coverage are provided with brochure enclosed herewith.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Code	T2627JPR02	
Program Venue	Mount Abu	
Programme Fee	Residential Participants ₹ 74000 /- + 18% GST Rs. Seventy Four Thousand Only + GST	Non-Residential Participants ₹ 50000 /- + 18% GST Rs. Fifty Thousand + GST
For Residential Participants	Check-in at hotel: 13.00 hrs. Check-out from Hotel: 11 hrs.	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004
- A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 08AAATN0402F1Z6

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: 25 June 2026

Director National Productivity Council, SB-96, JLN Marg, Bapu Nagar, Jaipur - 302015 Mobile: 9414387196 Phone:-0141-2703573, 2702935 Email: jaipur@npcindia.gov.in	Ms. Aditi Mishra Dy. Director Email: aditi.mishra@npcindia.gov.in Phone:-0141-2703573, 2702935 Mobile No.: 9928226777
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NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Effective Office Management, e-Procurement, Tendering & Contract Management, GEM GFR

Programme Code: T2627JPR02

Programme Duration: July 6-10, 2026

Venue/ Location: Mount Abu

Select Participation on Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted OR Select, 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 aforementioned 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. *I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. _____
Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

1. 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, 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.