



National Productivity Council

Training Programme
on
“Fundamentals of Cyber Law & Security for Public Officials”
PROGRAMME CODE: T2526JPR11

**September 14-18,
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, 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 headquarter at 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

As government operations become more dependent on digital systems, the responsibilities of Government Officers have evolved significantly. Their work no longer focuses solely on routine administrative tasks; they are now expected to oversee the secure handling of information across various departmental functions. Ensuring fairness, accuracy, and accountability in organizational transactions is only part of their mandate. To protect their departments from data breaches and cyber risks, Government Officers must also be equipped with a solid understanding of Cyber Hygiene, Security measures, and Digital Personal Data Protection norms. These areas emphasize maintaining a safe and well-protected digital workspace through responsible behaviors and preventive practices. By promoting these standards, Government Officers help create a culture of strong cybersecurity within their organizations.

Keeping the above in view National Productivity Council has designed this program to enhance knowledge of public officials who face unique challenges in securing sensitive data and critical systems due to the nature and volume of data they handle. This program emphasizes Cyber law and security essentials for protecting public officials from cyber threats, ensuring the integrity of government operations, and maintaining trust in public services

3. LEARNING OBJECTIVES

- Understanding Cyber Security and Privacy
- Promoting Secure Private Digital Environments:
- Strategic Crisis Management: Equip managers with decision making abilities needed during IT infrastructure breaches
- Adoption of Emerging Technologies: Instill a culture of exploring and adopting the latest protective mechanisms against unauthorized access.

4. BROAD PROGRAMME COVERAGE

- Protection from Cyber Crime (Basic Cyber Hygiene)
- Reporting & Preserving Procedures in Case of Cyber Crime
- Cyber Law in India
- Data Protection Act 2023
- iGOT Digital Learning Platform
- Generative AI Tools

5. METHODOLOGY

Methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centred conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

6. PARTICIPANTS' PROFILE

The programme is designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level officials attached to Sr. level officials from Central and State Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous organisation, Banks and Service Organization, Academic Institutions, labour unions/ associations etc.

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	T2627JPR05	
Program Venue	Mount Abu, Rajasthan	
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: 14/09/2026, 13.00 hrs. Check-out from Hotel:18/09/2026 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: 07AAATN0402F1Z6

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

- Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

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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10. 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.



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Fundamentals of Cyber Law & Security for Public Officials

Programme Code: **T2627JPR04**

Programme Duration: **September 14-18, 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 benefits and NPC is not responsible for checking the eligibility.

For Organisation who are Not Exempted and having GST registration No.

Kindly provide the GST number of organisation on which GST Invoice to be raised

Organisation PAN No.....

Organisation TAN No.....

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____