



National Productivity Council

prawash

Programme on **R**etirement **a**nd **W**ellbeing
after **S**uccession-planning & **H**andover

(Program II/2024)

The Ultimate Retirement Readiness Program



04th – 08th Mar, 2024

GOA



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department for 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, Manpower Planning, Human Resource Management, Energy, Environment, IT, Project Monitoring & 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, State Governments, PSUs and Private Industries.

2. PROGRAMME THEME

परावृत्ति : Programme on Retirement and Well-being after Succession-planning and Handover.

Introducing the Ultimate Retirement Readiness Program, a comprehensive training program designed to equip professionals with the knowledge and skills they need to achieve financial security and wellness post-retirement and at the same time, helping organizations with a smooth transition process of succession and handover. This program is designed to address the growing concern among organizations about passing on of tacit knowledge acquired and accumulated by retiring professional to the position's chosen successor so that the Organizational goals are not compromised. This program also helps the retiring employee with understanding the "Art of Let-Go", i.e. effortless detachment from a routine followed for many decades. This program will provide necessary guidance to retiring employees to make informed decisions about their finances, health, and lifestyle. The program is led by a team of experts in retirement planning, financial management, and wellness coaching, who will guide participants through a series of interactive workshops and activities designed to help them take control of their future and prepare for a fulfilling retirement. Join us on this journey towards professional development and wellness, and take the first step towards securing a bright, prosperous and peaceful future for yourself and your loved ones.

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Succession Planning
- Transfer of tacit knowledge : Handover
- The Art of Let-Go : Detaching from the routine
- Retirement planning basics
- Health and wellness in retirement, Emotional Intelligence
- Meditation & Spiritual intelligence
- Social Security, Medicare & Lifestyle planning after retirement
- Inflation and its impact on retirement & Managing retirement portfolios
- The joy of Giving back to society
- Cyber Security ICT Tools

4. PROGRAMME FEE & VENUE

Programme Code	IE/GN/T12/R1/23-24	
Program Venue	GOA	
Programme Fee	Residential Participants	₹ 58500 /- + 18% GST
	Non-Residential Participants	₹ 36000 /- + 18% GST
For Residential Participants	Check-in at hotel	04th Mar 2024 (12:00 PM)
	Check-out from Hotel	08th Mar 2024 (09:00 AM)
Last date for receiving of nominations: (Two weeks before the scheduled date of programme)		

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

Employees less than two years from retirement. All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions, Autonomous bodies, etc who are left with maximum two years from retirement.

7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field.

8. 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, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 24AAATN0402F1ZC

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.

9. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address.

Regional Director,
National Productivity Council – RD Gandhinagar
E-5, GIDC Electronic Estate, Sec 26 GIDC,
Gandhinagar, Gujarat – 382 028

Training Coordinator:

Vikas Meena, Deputy Director,
Mob: **8866943946**, Email: **vikas.meena@npcindia.gov.in**

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 will 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.
- ❖ Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
Send to : vikas.meena@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Program: **PRaWeSH**-Programme on Retirement & Wellbeing after Succession-planning & Handover - II

Programme Code: IE/GN/T12/R1/23-24

Programme Duration: 04th to 08th March, 2024 Location: Goa

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC

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Programme on **R**etirement **a**nd **W**ellbeing after
Succession planning & **H**andover

[Program – II/2024]

An Ultimate Retirement Readiness Programme

Training Coordinator:

Vikas Meena, Deputy Director,
Regional Directorate, Gandhinagar
E-5, GIDC Electronic Estate, Sec 26 GIDC,
Gandhinagar, Gujarat – 382 028

Mob: **8866943946**, Email: **vikas.meena@npcindia.gov.in**

NPC - Head-Quarter:

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