

TRAINING PROGRAMME

Administrative Excellence & Financial Discipline

**Venue : Jim Corbett National Park
Uttarakhand**

PROGRAM CODE : T2627GUW07

Date : - 5th to 9th October 2026



ABOUT US

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 a 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 organizations including Central Government Ministries and State Governments.

PROGRAM THEME

This programme is designed to strengthen the foundational competencies of officials in administrative processes, financial management, and governance practices. It emphasizes building a culture of procedural compliance, fiscal responsibility, and ethical conduct while equipping participants with practical knowledge of rules, regulations, and digital tools essential for effective public administration. Through interactive sessions and real-world case discussions, the programme aims to bridge knowledge gaps and foster a commitment to excellence in day-to-day institutional functioning.





LEARNING OBJECTIVES

To provide officials with a broad overview of key administrative, financial, procurement, vigilance and digital governance requirements, familiarize them with applicable rules and procedures, and identify areas where specialized training may be required. This programme is intended as an introductory capacity-building initiative and shall not substitute detailed training programmes conducted by our training calendar.

PROGRAM COVERAGE

- Overview of administrative procedures, office functioning, and institutional processes.
- Fundamentals of establishment matters, service rules, and personnel administration.
- Best practices in file management, record keeping, documentation, and e-Office systems.
- Common procedural lapses in administration and measures for ensuring compliance.
- Introduction to General Financial Rules (GFR), financial discipline, and budgetary controls.
- Procurement procedures, Government e-Marketplace (GeM), contract management, and related processes.
- Basic GST compliance requirements and financial documentation practices.
- Frequently observed audit observations and strategies for risk mitigation and corrective action.
- Vigilance awareness, ethical conduct, transparency, and accountability in public administration.
- Roles and responsibilities of officials in decision-making and case processing.
- Introduction to digital governance tools, e-governance initiatives, and emerging technologies in administration.
- Interactive discussions on operational challenges, training needs identification, and action planning for improved procedural compliance and governance



FACULTY

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

PROGRAM FEE & VENUE

Program Venue : JIM CORBETT

Program Fee

₹ 70,000/- + GST per participant (Residential)

₹ 55,000/- +GST per participant (Non Residential)

Check-in at Hotel

5th October 2026 after 12 pm

Check out from Hotel

9th October 2026 before 11am

PAYMENT DETAILS

ECS Payment Details:

Bank Name : State Bank of India
Branch : New Guwahati
Bank A/c No : 39754600161
IFCS Code : SBIN0000221
PAN No : AAATN0402F
GST No : 18AAATN0402F1Z5

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading9992 (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 the prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator
National Productivity Council

**1st Floor, NERAMAC Complex, Panjabari Road,
Six Mile, Guwahati 781022**

Email Id: Subhra.seal@npcindia.gov.in ; guwahati@npcindia.gov.in
Tel: 8486017697

GENERAL INSTRUCTIONS

- The Residential Program 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 Program fee covers the professional fee for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants
 - 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 arrangements to reach the venue on time as per the Program schedule.
 - NPC will not be liable for medical expenses incurred by the participants during the program including any medical exigencies
 - NPC will not provide boarding and lodging before and after the dates of the program. 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 a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
 - The participants shall be awarded a Certificate of Participation on successful completion of the program.
 - 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.
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NATIONAL PRODUCTIVITY COUNCIL

1st Floor, NERAMAC Complex, Panjabari Road, Six Mile, Guwahati 781022
Email: guwahati@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme : Administrative Excellence & Financial Discipline

Program Duration : 5th to 9th October 2026

Location: JIM CORBETT

Select Participation on : Residential Basis [] Non Residential Basis []

Details of Nominated participants

S No	Name of Delegate	Designation	Contact	Email	Organisation (Provide full address)

Details of Nominating Authority

S No	Name of nominating Authority	Designation	Contact	Email	Nominating Authority Organization Address

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.

DECLARATION

*I certify that the above information is correct

Signature: _____

Date: _____

and Place: _____