



National Productivity Council

Training Programme

on

Professional Work & Personal Life Balance for High Productivity in
Organization

PROGRAMME CODE: (T2425KNP02)

06-10 January 2025
(Goa)



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

Professional Work-Personal life balance means giving time for Professional work as well as the other parts of your Personal life that are important to you, like your family, hobbies, and taking care of yourself. Having a good balance here is important to feel good, and makes sure you're motivated and productive at work while having time and energy for the things you enjoy outside of work. By using better strategy for improving your Professional Work-Personal life balance, setting clear goals, and involving friends, family, or a mentor in your process, you can take control of your time and make sure you have dedicated time for work, personal life, and hobbies. Some strategies that could be used: include, keeping a daily to-do-lists, to take notes and put work-related and personal events on calendar. The separation of working time from personal time is also an important issue of time management. Informed Approaches need to be to put into practice and thereby flexibly address working arrangements; with the intention of increasing self-efficacy, to control oneself working hours to avoid too much overwork, and creating more clear boundaries between work and home.

3. LEARNING OBJECTIVES

NPC has designed the training program to help participants to facilitate creating balance between work and life. Participants will learn how to identify and understand the boundaries of Professional Work as well as Personal life. The goal is a balanced life, with time for work, relationships, relaxation, and growth—the resilience to sustain pressure and meeting the challenges head on.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Flexibility and Boundaries between Professional Work-Personal life
- Improved Physical and Mental Health
- Enhanced Productivity and Performance
- Well-being and Satisfaction
- Increased Creativity and Innovation
- Long-term Sustainability
- Better Work-Life Integration
- Positive Societal Impact

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

All employees in Junior, Middle & Senior Management, working in Ministries, Central & State Government Departments, Autonomous/ Statutory Bodies, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions, Corporations, Labor 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 Date & Code	06 th -10 th January 2025 (T2425KNP02)	
Program Venue	Goa	
Programme Fee	<u>Residential Participants</u> ₹ 65000 /- + 18% GST (Rs. Sixty-Five Thousand only) Plus GST @18%	<u>Non-Residential Participants</u> ₹ 44000/- + 18% GST (Rs. Forty-Four Thousand only) Plus GST @18%
For Residential Participants	Check-in at Hotel/Resort -12 Noon onwards on 6 th January, 2025 Check-out from Hotel/Resort - Before 12 Noon on 10 th January, 2025	

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:

Bank Name : State Bank of India
Branch : 117/469 Pandu Nagar Kanpur
Bank A/c No : 40318394189
IFSC Code : SBIN0001397
PAN No : AAATN0402F
GST No : 09AAATN0402F1Z4

DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR

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.

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



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: (two weeks before the scheduled start date of programme)

Program Coordinator

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Dr. Rajat Sharma
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Mobile: +91- 9873109301

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

NATIONAL PRODUCTIVITY COUNCIL
4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005, Uttar Pradesh (India)

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **“PROFESSIONAL WORK & PERSONAL LIFE BALANCE FOR HIGH PRODUCTIVITY IN ORGANIZATION”**

Programme Code: **T2425KNP02**

Programme Duration: **06th -10th January 2025**

Venue/ Location: **Goa**

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, Please provide GST No. (Mandatory):

(Please note: - Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____