



Annual Training Calendar

National Productivity Council



Annual Training Calendar

2023-24

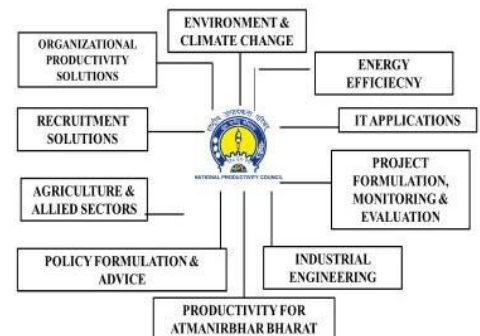


About NPC

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 its services to various organisations from its headquarters and through 13 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.



CAPACITY BUILDING INITIATIVES OF NPC

NPC since its inception is leading the productivity movement in the country by extending its specialized consultancy and training services to various stakeholders in areas crucial to industrial / economic growth with an objective to enhance profitability and competitiveness.

NPC has also played a pivotal role over the past 64 years in capacity building of various stakeholders (Govt / PSU / PVT) in order to achieve the productivity mandate. The training programmes of NPC are primarily focused on developing human resource: people who can act as catalysts for the productivity movement of Indian economy across various domains

The Training calendar of NPC for the Financial Year 2022-23 is compilation of 172 training programmes across various subjects relevant to capacity building of individuals and organizations as a whole.

NPC also conducts focused designed training programmes as per special and customized requirements of client organisations.

IMPORTANT INSTRUCTIONS FOR THE APPLICANTS

- The nominations may be sent to the following address along with completely filled application form given at Page No.56

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road
New Delhi – 110003
npctraining@npcindia.gov.in
011-24607319

- The last date to receive nominations is two weeks before the scheduled date of programme.
- The programme fee indicated is exclusive of taxes. The applicable taxes may be added in the participation fee
- Please send proof of payment of participation fee along with nomination form
- NPC shall offer 10% discount on participation fee to organizations sponsoring 3-5 participants and 15 % discount on participation fee to organizations sponsoring more than 5 participants
- The participants shall be awarded Certificate of Participation on successful completion of programme



Training Calendar

(Month Wise)



Annual Training Calendar 2023-24

National Productivity Council

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
	Apr-23							
TP/23-24/01	1	New Approach for Developing Managerial and Leadership Skills	17-21 April, 2023	All levels	Udaipur	55500/-	35500/-	RD-JP
TP/23-24/02	2	Stress Management & Work Life Balance	24-28 April, 2023	Senior & Middle Management	Manali	55,000/-	39,500/-	HRM
TP/23-24/03	3	E- procurement of Goods and Services, and related GFR Rules	24-28, April, 2023	Senior & Middle Management	Munnar	55,000/-	39,500/-	IT Group
TP/23-24/04	4	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	24-28, April, 2023	Senior & Middle Management	Chandigarh	49000/-	30,000/-	RD-CHD
	May-23							
TP/23-24/05	1	Improving Leadership, Managerial and Administrative Skills	15-19, May, 2023	Senior & Middle Management	Leh, Ladakh	55000	39500	RD-CHD

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/06	2	Contract Management/Safeguards in tendering, public procurement and contracting	15-19, May, 2023	All	Srinagar	55000	35500	IE
TP/23-24/07	3	Time and Stress Management, Conflict Management and Emotional Intelligence	15-19, May, 2023	Senior & Middle Management	Dharamshala	49000	30500	ID
TP/23-24/08	4	Advanced Course on Secretarial Effectiveness and Office Management	15 - 19 May 2023	All levels	Goa	55000	39500	RD-MUM
TP/23-24/09	5	Stress Management - Unleash the power within for achieving Organisational Goal	22 - 26 May 2023	All levels	Goa	55000	39,500	RD-MUM
TP/23-24/10	6	Effective Office Administration and Financial Management	22-26 May, 2023	Senior & Middle Management	Gangtok, Sikkim	55,000/-	39,500/-	ES
TP/23-24/11	7	Transformational Leadership & Team Building	22-26 May, 2023	Senior & Middle Management	Manali	55000	39500	HRM
TP/23-24/12	8	Leadership Challenges in Digital Transformation	22-26, May, 2023	Senior & Middle Management	Leh, Ladakh	55000	39500	IT Group
TP/23-24/13	9	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement & RTI	22-26 May, 2023	All levels	Mussoorie	55000	35500	RD-JP

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/14	10	Practical Implementation of HACCP in Food Industry	25-26 May, 2023	Food Industry, Food Safety Professionals & Students	New Delhi	NA	12200	ID
	Jun-23							
TP/23-24/15	1	Innovation & Change Management for Organizational Growth, NPC/HQ/HRM/T 3/23-24	12-16 June 2023	Senior & Middle Management	Gangtok	55000	39500	HRM
TP/23-24/16	2	Good Governance & Transparency through RTI	12-16, June, 2023	Senior & Middle Management	Kodaikanal	55000	39500	IT Group
TP/23-24/17	3	Corporate Social responsibility : Business meets community for sustainable development	12-16, June 2023	Senior & Middle Management	Leh, Ladakh	55,000	35,500	IE
TP/23-24/18	4	Work life Balance & stress Management focus on Personal Balance Score card	12-16, June 2023	Mid and Senior level Officials	Manali	49000	30500	ID
TP/23-24/19	7	Advance Course on Secretarial Effectiveness : Capacity Building	12-16 June, 2023	All levels	Mussoorie	55500	35500	RD-JP
TP/23-24/20	8	Administrative Effectiveness, Focus: HR & Leadership Skills	19-23 June, 2023	All levels	Mount Abu/ Puri	59500	35500	RD-JP

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/21	5	Project Management and Financial Management	19-23, June, 2023	Senior & Middle Management	Leh, Ladakh	55,000	39,500	ES
TP/23-24/22	6	Team building, Motivation and Leadership Skills for improving organizational performance	19-23 June, 2023	Senior & Middle Management	Manali	49000	30500	RD-CHD
TP/23-24/23	9	Advance Course on Productivity and Digital Workplace Management	19 - 23 June 2023	All levels	Goa	55000	39500	RD-MUM
	Jul-23							
TP/23-24/24	1	Industrial Practitioner's Course on Energy Efficiency for Energy Auditing Professionals,	03-07, July 2023	Senior & Middle Management	Chennai	NA	20000	AIP-EM
TP/23-24/25	2	Digital Workplace: Essentials for non-IT Executives	10-14, July, 2023	Senior & Middle Management	Gangtok	55000	39500	IT Group
TP/23-24/26	3	Advance Course on RTI Act 2005 and Modern HR Practices	17-21, July 2023	All	Leh	55000	39500	RD-CHD
TP/23-24/27	4	Procurement, Tendering and General Financial Rules (GFR) for good governance	July 17-21, 2023	All levels	Udaipur	55500	35500	RD-JP
TP/23-24/28	5	Professional Work & Personal Life Balance for High Productivity in Organization	17-21, July, 2023	Senior & Middle Management	Mussoorie	55000	39500	RD-KAN
TP/23-24/29	6	Negotiation & Conflict	17-21 July 2023	Senior & Middle	Varanasi	55000	39500	HRM

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
		Resolution Strategies		Management				
TP/23-24/30	7	Advance course on secretarial effectiveness for ES, PPS,PA, TS and Office Staff	17-21 July 2023	Senior & Middle Management	Manali	55000	39500	RD-GNR
TP/23-24/31	8	Preventive vigilance for Transparency and Good Governance	20-24, July 2023	All	Gangtok	55000	35500	IE
TP/23-24/32	9	Work Life Balance and Financial Management for Organizational Excellence	24-28, July, 2023	Senior & Middle Management	Leh, Ladakh	55000	39500	ES
TP/23-24/33	10	Environmental, Social and Governance (ESG) Way to Sustainability	24-28 July, 2023	All levels	Leh, Ladakh	55500	35500	ECA
	Aug-23							
TP/23-24/34	1	Preventive Vigilance & Disciplinary Proceedings	07-11 August 2023	Senior & Middle Management	Gangtok, Sikkim	55000	39500	RD-GUWAHATI
TP/23-24/35	2	Preparatory training for Energy Managers and Energy Auditors	07-11, August 2023	Senior & Middle Management	Bhubaneswar	--	18300	RD-BBSR
TP/23-24/36	3	Stress Management and Strategic Financial Planning for Organizational Excellence	21-25 August, 2023	Senior & Middle Management	Munnar, Kerala	55000	39500	ES
TP/23-24/37	4	RTI & Office Management	21-25 August 2023	Senior & Middle Management	Goa	55000	39500	HRM

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/38	5	Preventive Vigilance, E-Procurement and Key to Good Governance	21-25, August, 2023	Senior & Middle Management	Ooty	55000	39500	IT Group
TP/23-24/39	6	Gender Sensitisation & Prevention of Sexual Harassment at Workplace	22-24 August, 2023	Middle Management	Bhubaneswar	--	18300	RD-BBSR
TP/23-24/40	7	Improving Leadership, Managerial and Administrative Skills	21-25 August, 2023	Senior & Middle Management	Chandigarh	49000	30500	RD-CHD
TP/23-24/41	8	Leadership for Organizational Excellence	21-25 August, 2023	Senior & Middle Management	Leh-Ladakh	60,000/-	39,500	RD-HYD
TP/23-24/42	9	Operation Strategy : Lean Process Improvement for sustainable system, key to Good Governance	21-25 August, 2023	All levels	Udaipur	55000	35500	RD-JP
	Sep-23							
TP/23-24/43	1	Stress Management & Work Life Balance	11-15 September 2023	Senior & Middle Management	Gangtok	55000	39500	HRM
TP/23-24/44	2	Soft Skills for Productivity Improvement	11-15 September, 2023	Senior & Middle Management	Gangtok	55000	39,500	RD-PATNA
TP/23-24/45	3	Good Governance & Transparency through RTI	11-15 September, 2023	Senior & Middle Management	Goa	55,000	39,500	IT Group

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/46	4	Establishment and recruitment rules, Disciplinary and enquiry proceedings, Vigilance, Legal and RTI, POSH	11-15, September 2023	All	Goa	55,000	35,500	IE
TP/23-24/47	5	Prevention of Sexual Harassment at Workplace (POSH)	11- 15 September, 2023	Senior & Middle Management	Leh-Ladakh	60000	40000	RD-HYD
TP/23-24/48	6	Office Administration & Management: Focus: HR, Vigilance & RTI related issues	11-15 September , 2023	All levels	Puri	55000	35500	RD-JP
TP/23-24/49	7	Organizational Excellence through Design Thinking	11- 15 September, 2023	Senior & Middle Management	Goa	55000	39500	RD-KAN
TP/23-24/50	8	PRP/ Schedule IV implementation, general requirements in Food Industry.	14-15, September 2023	Food Industry, Food Safety Professionals & Students	New Delhi	NA	12,200	ID
TP/23-24/51	9	Gender Sensitization	14-15 September 2023	All Levels	Chennai	18000	12000	AIP-IE
TP/23-24/52	10	Advance course on Right to Information Act and Modern HR Practices	18-22 September, 2023	Senior & Middle Management	Gangtok, Sikkim	55000	39500	AB

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/53	11	Productivity Improvement through Team Building and Effective Communication	18-22 September, 2023	Senior & Middle Management	Goa	55000/-	39500/-	RD-GNR
TP/23-24/54	12	Leading with Emotional Intelligence for Stress Management	18-22 September, 2023	All levels	Jaisalmer	55000	35500	RD-JP
TP/23-24/55	13	Conflict resolution and Strategic Financial Management	25-29 September, 2023	Senior & Middle Management	Gangtok, Sikkim	55,000/-	39,500	ES
TP/23-24/56	14	Measurement & Verification (M&V) in Building	26-27, September 2023	Senior & Middle Management	HQ, New Delhi	NA	12200	EM
	Oct-23							
TP/23-24/57	1	Transformational Leadership & Team Building, NPC/HQ/HRM/T 7/23-24	09-13 October 2023	Senior & Middle Management	Goa	55000	39,500	HRM
TP/23-24/58	2	Emotional Intelligence	09-13 October, 2023	Senior & Middle Management	Goa	55000	39500	RD-HYD
TP/23-24/59	3	Advance Course on Secretarial Effectiveness and Office Management	09-13 October 2023	PA / PS/PPS, Administrative/Accounts Staff	Goa	55,000	39,500	RD-MUM
TP/23-24/60	4	Digital Workplace: Essentials for non-IT Executives	09-13 October, 2023	Senior & Middle Management	Puri	55000	39500	IT Group

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/61	5	Stress Management for Improving Productivity	09-13 October, 2023	Senior & Middle Management	Mysore	55000	35500	RD-Ban
TP/23-24/62	6	Secretarial Effectiveness and Modern Office Management	09-13 October, 2023	Middle Management	Puri	55000	30500	RD-BBSR
TP/23-24/63	7	Recruitment Rules and Reservation in services for Government organizations	09-17 October 2023	Senior & Middle Management	Port Blair, A& N Islands	99000	60000	RD-GUW AHAT I
TP/23-24/64	8	Capacity building on 4 New Labour Codes – Strategy & compliance management	16-20 October. 2023	Senior & Middle Management	Port Blair	60,500	40,000	RD-HYD
TP/23-24/65	9	Future Leadership Development Programme for organizational effectiveness & productivity	October 16-20, 2023	All levels	Udaipur	55000	35500	RD-JP
	Nov-23							
TP/23-24/66	1	Advance Course on RTI and HR Skills for Office Management	6-10 November 2023	All Levels	Ooty	55000	35500	AIP--IE
TP/23-24/67	2	Public Procurement and Contracts Management	6-10 November 2023	All Levels	Puri	55000	30500	RD-BBSR
TP/23-24/68	3	Industrial Safety: Thinking in Action	6-10 November 2023	Senior & Middle Management	Jaisalmer	55000	39500	RD-KAN
TP/23-24/69	4	AtmaNirbhar through Lean Practices	06 - 10 November 2023	All levels	Goa	55,000	39,50-	RD-MUM

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/70	5	Public Procurement, Management and Financial Management	20-24, Nov, 2023	Senior & Middle Management	Port Blair, A& N	60,500	40,000	ES
TP/23-24/71	6	Modern Office Management and Team Building, Leadership and Performance Management	20-24, November, 2023	Senior & Middle Management	Goa	55,000	39,500	AB
TP/23-24/72	7	E- procurement of Goods and Services, and related GFR Rules	20-24, November, 2023	Senior & Middle Management	Port Blair	60,500	40,000	IT Group
TP/23-24/73	8	Office effectiveness Management with focus on Lean office, 5S and Productivity improvement practices	20 –24 November, 2023	Senior & Middle Management	Jaisalmer	55000	39500	RD-GNR
TP/23-24/74	9	Digital Transformation of Organizations	20-24 Nov 2023	Senior & Middle Management	Goa	55000	39500	RD-GUWAHATI
TP/23-24/75	10	Neuro Linguistic Programming	20 th to 24 th November '23	Senior & Middle Management	Port Blair	60,500	40,000	RD-HYD
TP/23-24/76	11	Work-Life Balance and Stress Management	20 th to 24 th November '23	All Levels	Goa	55000	39500	RD-HYD
TP/23-24/77	12	Water Footprint and Water Audit through IT Enabled Applications and demonstration to Water Audit Software's	20 th to 24 th November '23	Senior & Middle Management	Hyderabad	NA	25,000	RD-HYD
TP/23-24/78	13	Finance & GFR for functional &	November 20-24, 2023	All levels	Jaisalmer	55000	35500	RD-JP

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
		Non Finance Executives						
TP/23-24/79	14	Advance Course on Effective Digital Office Management	20 - 24 November 2023	All levels	Goa	55,000	39,500	RD-MUM
	Dec-23							
TP/23-24/80	1	Sustainable Development for Balanced Growth	04-08, December 2023	Senior & Middle Management	Mysore	55,000	35,500	RD-Ban
TP/23-24/81	2	Advance Course on RTI Act, 2005 and Modern HR Practices	04-08, December 2023	Senior & Middle Management	Shimla	49,000	35,500	RD-CHD
TP/23-24/82	3	Modern Office Management with Special Reference to Secretarial Staff	11 to 15 December 23	Senior & Middle Management	Ooty	60,000	39500	RD-HYD
TP/23-24/83	4	Advance Course on Secretarial Effectiveness : Capacity Building	11 to 15 December 23	All levels	Udaipur	55000	35500	RD-JP
TP/23-24/84	5	Negotiation & Conflict Resolution Strategies	11-15 December 2023	Senior & Middle Management	Port Blair	60,500	40,000	HRM
TP/23-24/85	6	Quality Control Tools for Organizational Problem Solving	11 - 15 December 2023	All levels	Goa	55,000/-	39,500	RD-MUM
TP/23-24/86	7	Enhancing Secretarial Effectiveness	11-12-23 to 15-12-23	Senior & Middle Management	Goa	55000	39,500	RD-PATNA
TP/23-24/87	8	Advanced Course on Right to Information Act and Modern HR Practices	18-22, December, 2023	Senior & Middle Management	Goa	55,000	39,500	AB

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/88	9	Effective Team Communication and Strategic Financial Management	18-22, Dec, 2023	Senior & Middle Management	Gangtok, Sikkim	55,000	39,500	ES
TP/23-24/89	10	RTI & Office Management	18-22 December 2023	Senior & Middle Management	Munnar	55,000	39,500	HRM
TP/23-24/90	11	Digital Transformation through e-Governance	18-22, December, 2023	Senior & Middle Management	Goa	55,000	39,500	IT Group
TP/23-24/91	12	Strategic Leadership, Transformation and organization Excellence	18-22, December 2023	Senior & Middle Management	PortBlair	60,500	40,000	IE
TP/23-24/92	13	Improving Leadership, Managerial and Administrative Skills	18-22 December 2023	Mid and Senior level Officials	Goa	55,000	39,500	ID
TP/23-24/93	14	Hands-on Energy Efficiency Training in Key Electrical & Thermal Utility System	18-22, December 2023	Senior & Middle Management	Chennai	NA	18000	AIP-EM
TP/23-24/94	15	Digital Transformation through eGovernance & ICT	18-22 December, 2023	Senior & Middle Management	Goa	55000	39500	RD-GNR
TP/23-24/95	16	Managing Work Life balance	18-22 Dec 2023	Senior & Middle Management	Kochi, Kerala	55000	39500	RD-GUWAHATI
TP/23-24/96	17	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement & RTI	December 18-22, 2023	All levels	Goa	55000	35500	RD-JP

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/97	18	Stress Management - Unleash the power within for achieving Organisational Goal	18 - 22 December 2023	All levels	Goa	55,000/-	39,500	RD-MUM
TP/23-24/98	19	Achieving Sustainability in building through Energy efficiency	24-25, December 2023	Senior & Middle Management	HQ, New Delhi	NA	12200	EM
	Jan-24							
TP/23-24/99	1	Innovation & Change Management for Organizational Growth, NPC/HQ/HRM/T 10/23-24	8-12 January 2024	Senior & Middle Management	Port Blair	60,500	40,000	HRM
TP/23-24/100	2	Preventive Vigilance, E-Procurement and Key to Good Governance	08-12, January 2024	Senior & Middle Management	Port Blair	60,500	40,000	IT Group
TP/23-24/101	3	Management Development Program for Decision Making and Problem Solving	08-12 January 2024	Senior & Middle Management	Goa	55,000/-	39,500/-	RD-Ban
TP/23-24/102	4	Leadership Competencies for Achieving Organizational Excellence	8 th to 12 th January'24	Senior & Middle Management	Kodaikanal	60,000/-	39500/-	RD-HYD
TP/23-24/103	5	AtmaNirbhar through Lean Practices	08 - 12 January 2024	All levels	Goa	55,000/-	39,500/-	RD-MUM
TP/23-24/104	6	Preventive Vigilance & Disciplinary Proceeding	08 - 12 January 2024	Senior & Middle Management	Port Blair	60,500	40,000	RD-PATNA

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/105	7	Modern Office Management and Performance Management	15-19, January, 2024	Senior & Middle Management	Goa	55,000/-	39,500/-	AB
TP/23-24/106	8	Project Management and Financial Management	15-19, Jan, 2024	Senior & Middle Management	Port Blair, A& N	60,500	40,000	ES
TP/23-24/107	9	Environmental, Social and Governance (ESG) way to sustainability	15-19 January, 2024	Senior & Middle Management	Port Blair	60,500	40,000	ECA
TP/23-24/108	10	Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff	15-19 January, 2024	Senior & Middle Management	Puri	55000/-	39500/-	RD-GNR
TP/23-24/109	11	Service Excellence through Design Thinking	18 - 23 January 2024	Senior & Middle Management	Goa	55000	39500	RD-KAN
TP/23-24/110	12	Safety leadership	29/01/24 to 02/02/2024	Middle / Senior Management	Port Blair	60,500	40,000	RD-BBSR
	Feb-24							
TP/23-24/111	1	E- procurement of Goods and Services, and related GFR Rules	05-09, February, 2024	Senior & Middle Management	Goa	55,000/-	39,500/-	IT Group
TP/23-24/112	2	Managerial Effectiveness	05-09, February, 2024	Senior & Middle Management	Gangtok	55,000/-	39,500/-	RD-HYD
TP/23-24/113	3	Modern Office Management and Modern Project Management Techniques	05-09, February 2023	Mid and Senior level Officials	Port Blair	60,500	40,000	ID

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/114	4	Emotional Intelligence For Work Life Balance	05-09, February 2024	Senior & Middle Management	Munnar	55,000/-	39,500/-	RD-Ban
TP/23-24/115	5	Managing Work Life balance	5-9 February, 2024	Senior & Middle Management	Varanasi, Uttar Pradesh	55000/-	39500/-	RD-GUWAHATI
TP/23-24/116	6	Managerial Effectiveness	05-09 February, 2024	Senior & Middle Management	Gangtok	60000	39500	RD-HYD
TP/23-24/117	7	Stress Management & Work Life Balance, NPC/HQ/HRM/T 11/23-24	12-16 February 2024	Senior & Middle Management	Goa	55,000/-	39,500/-	HRM
TP/23-24/118	8	Advance Course on Modern Office and Productivity Management	12-16 February, 2024	Senior & Middle Management	Goa	55000/-	39500/-	RD-GNR
TP/23-24/119	9	Procurement and Tendering: GFR	12- 16 February, 2024	All level	Bodh Gaya	55000	39,500/-	RD-PATNA
TP/23-24/120	10	Improving Leadership, Managerial and Administrative Skills	19- 23 February, 2024	Senior & Middle Management	Chandigarh	49,000	30,500/-	RD-CHD
TP/23-24/121	11	Developing personal Leadership and Financial Management for Organizational Excellence	19-23, Feb, 2024	Senior & Middle Management	Port Blair, A& N	60,500	40,000	ES
TP/23-24/122	12	Stress Management - Unleash the power within for achieving Organisational Goal	19 - 23 February 2024	All levels	Goa	55,000/-	39,500/-	RD-MUM

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/123	13	Operation and Maintenance & Advancements in Wastewater Treatment Plants	23-24, February 2024	Senior & Middle Management	Chennai	NA	18000	AIP-ENV
TP/23-24/124	14	Design, Installation and Challenges in Solar PV Power Generation,	26-28, February 2024	Senior & Middle Management	Chennai	NA	12500	AIP-EM
TP/23-24/125	15	Soft skills for Productivity Improvement	26 February -01 March 2024	All Levels	Port blair	60,500	40,000	AIP-IE
	Mar-24							
TP/23-24/126	1	Team building, Motivation and Leadership Skills for improving organizational performance	04-08 March, 2024	Senior & Middle Management	Shimla	49000	30500	RD-CHD
TP/23-24/127	2	Preventive Vigilance, E-Procurement and Key to Good Governance	11-15, March, 2024	Senior & Middle Management	Munnar	55000	39500	IT Group
TP/23-24/128	3	Change management, Conflict Management, Negotiation and ownership at Workplace for through positive resilience	11-15, March, 2024	All	Goa	55000	35500	IE
TP/23-24/129	4	Developing competencies of executive secretaries, personal assistants & office staff for better performance	11-15 March, 2024	Senior & Middle Management	Udaipur	55000	39500	RD-KAN

Training Programme Number	Month wise	Title of Programme	Duration (DD/MM/YYYY to DD/MM/YYYY)	Participant Level	Venue	Residential Fee (Rs. excluding GST)	Non Residential Fee (Rs. excluding GST)	RD/HQ
TP/23-24/130	5	Effective Office Administration and Financial Management	18-22 March 2024	Senior & Middle Management	Gangtok, Sikkim	55000	39500	ES
TP/23-24/131	6	RTI & Office Management	18-22 March 2024	Senior & Middle Management	Munnar	55000	39500	HRM
TP/23-24/132	7	Systematic Problem Solving, Conflict resolution and change Management	18-22 March, 2024	Senior & Middle Management	Gangtok	57500	39500	RD-GNR
TP/23-24/133	8	Recruitment Rules and Reservation in services for Government organizations	18-22 March 2024	All levels	Leh, Ladakh	60000	40000	RD-GUWAHATI
TP/23-24/134	9	5 Days Intensive Training Preparatory Training Program for EA & EM for 24 th NCE Exam	Dates will be informed accordingly	Senior & Middle Management	Kolkata	NA	15000	RD-KOL



NATIONAL PRODUCTIVITY COUNCIL

5-6 Institutional Area, Lodhi Road, New Delhi – 110003

npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

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 Participation fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- 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 NEW DELHI
- Participation Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

