



**18<sup>th</sup> – 22<sup>nd</sup>  
December 2023**



## 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, 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

The enabling role of the e-Governance & ICT Tools encompassing Information and Communication Technology in the delivery of services in the public and Government Sector has gained acceptance. ‘SMART’ Governments and citizen’s empowerment have become buzz words for the policy makers.

E-Governance & ICT Tools has become a vital part of many successful Government programmes and schemes as the opportunities are large and benefits are significant. Successful implementation of e-governance requires the ability and willingness to re-engineer the Government processes and the skills to manage large scale change in addition to technological infrastructure.

Further, as Advance information and communications technology Tools becomes integral part of getting work done at the workplace, Government organizations would have to transform in Digital Organizations. As in e-governance the Citizen comes first, like wise in a Digital Organization, the employee comes first. So, for any transformation that takes, the relentless focus is on employees. In capacity building of employees on the subject “Digital Transformation through e-Governance & ICT”, NPC is organizing the program.

## 3. BROAD PROGRAMME COVERAGE

*The following topics shall be covered during the training:*

- Introduction to E-Governance & its role in the digital Era
- Emergence of digital technology –Technological Trends
- Office automation and components of ICT
- Building Knowledge driven culture of innovation
- Modern Office Management Practices & Technological Challenges in the digital era
- Digital Office: IT tools for Productivity Enhancement
- Case studies Presentations and panel discussions

## 4. 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.

## 5. PARTICIPANTS' PROFILE

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 etc.

## 6. FACULTY

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

## 7. PROGRAMME FEE & VENUE

Programme Code	IE/GN/T12/473/2023-24	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 58500 /- + 18% GST	Non-Residential Participants ₹ 36000 /- + 18% GST
For Residential Participants	<u>Check-in at hotel</u> - 18 <sup>th</sup> December 2023 (12:00 PM) <u>Check-out from hotel</u> – 22 <sup>nd</sup> December 2023 (09:00 AM)	
➤ Last date for Receiving of nominations: 4 <sup>th</sup> December 2023		

## 8. BANK DETAILS

<b>ECS Bank Name</b>	State Bank of India
<b>Address</b>	GIDC, Electronic Estate, Gandhinagar Branch - 382028
<b>Account No.</b>	39739716062
<b>IFSC Code</b>	SBIN0007949
<b>PAN No.</b>	AAATN0402F
<b>GSTIN</b>	24AAATN0402F1Z
<b>Note</b>	Demand Draft should be drawn in the name NPC payable at Gandhinagar, Gujarat.

*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:

<b>Program Coordinator</b>	-	<b>Vikas Meena (Deputy Director)</b>
<b>Email ID</b>	-	vikas.meena@npcindia.gov.in
<b>Mob No.</b>	-	+91-9660197880

### Address for sending Nomination Letter:

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

## 10. GENERAL INSTRUCTIONS

- ❖ Due to the limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the 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 members, 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 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.



**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**  
**[vikas.meena@npcindia.gov.in](mailto:vikas.meena@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 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
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 24AAATN0402F1Z
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number





**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](mailto:vikas.meena@npcindia.gov.in)

**NPC – Headquarter:**

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