



National Productivity Council

Training Programme  
on  
**Modern Office and  
Productivity Management**

PROGRAMME CODE: (T2425GNR09)

03<sup>rd</sup> to 07<sup>th</sup>  
February 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**

An advanced course on Modern Office and Productivity Management is crucial for organizational success. Many organizations face inefficiency due to the lack of such techniques.

Managers must understand modern productivity practices to maintain a competitive edge. Continuous productivity enhancement is essential for achieving higher customer satisfaction.

This NPC training program equips participants with tools and techniques to ensure continuous improvement in organizational productivity.

## **3. LEARNING OBJECTIVES**

*This training program prepares participants to:*

- To provide an understanding on the concept of Effective Office Management and Productivity Improvement Tools.
- To understand various aspects of Office Productivity Culture.
- To help the participant to develop the latest productivity improvement techniques.
- To provide the participants with an opportunity to share their experiences and various productivity aspects

## **4. BROAD PROGRAMME COVERAGE**

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

- Modern Office and Productivity Management: Concept Factors of Productivity Improvement
- Organizational Communication and Team Performance
- Techniques for Measurement of Productivity Improvement
- Various aspects of Productivity Improvement Tools
- Japanese Productivity Improvement Techniques
- Work Measurement Techniques for Productivity Improvement
- Case studies and panel discussions

## **5. METHODOLOGY**

The 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

Officials from Central & State Government Departments, Academic Institutions, Central and State PSUs, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, Corporations, Universities, Academic Institutions, Labor Unions/Associations.

## 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

<b>Programme Order Number</b>	T2425GNR09	
<b>Program Venue</b>	Goa	
<b>Programme Fee</b>	Residential Participants ₹ 65,000/- + 18% GST	Non-Residential Participants ₹ 48,000 /- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel – 3 <sup>rd</sup> February 2025 (11:00 PM) Check-out from Hotel - 7 <sup>th</sup> February 2025 (09:00 AM)	

## 9. PAYMENT DETAILS

- **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

*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. HOW TO APPLY

*Nominations may be sent to the following address/email:*

<b>➤ Training Program Coordinator:</b> Vikas Meena, Deputy Director, Mob: 8866943946, Email: vikas.meena@npcindia.gov.in	<b>Address:</b> National Productivity Council, Regional Directorate, Gandhinagar E-5, GIDC Electronic Estate, Sec 26 GIDC, Gandhinagar, Gujarat – 382 028
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- *Last date for Sending of nominations & getting seat confirmation: Two weeks before the program's scheduled date or until all seats are filled.*



## NATIONAL PRODUCTIVITY COUNCIL

### APPLICATION FORM FOR NOMINATIONS

Title of Programme: \_\_\_\_\_

Programme Code: \_\_\_\_\_

Programme Duration: \_\_\_\_\_ Venue/ Location: \_\_\_\_\_

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: \_\_\_\_\_ Place: \_\_\_\_\_

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) \_\_\_\_\_  
(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: \_\_\_\_\_ Place: \_\_\_\_\_

## 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).
- 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.
- In the event of unforeseen circumstances leading to the cancellation of the training program, NPC shall not be responsible for any associated charges.
- 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. Book your travel ticket only after receiving confirmation from the NPC.
- 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 shall not be held liable for personal expenses, including but not limited to portage, theft, accidents, health expenses, etc.
- 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.
- Early check-in and late check-out are subject to the availability at hotel. Hotels are subject to change based on availability.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Participants are required to follow the Participants are advised to book their travel tickets only after receiving confirmation of Programme and acceptance of nomination.
- 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.