



National Productivity Council

Training Programme on Digital Transformation through e-Governance & ICT

PROGRAMME CODE: (T2425GNR07)

16th to 20th

December 2024

(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

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. LEARNING OBJECTIVES

This training program prepares participants to...

- Understand the fundamentals of digital transformation and its significance in enhancing government operations and public service delivery.
- Explore the role of e-Governance and ICT
- To provide the participants with an opportunity to share their experiences and various aspects.

4. 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

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

Programme Order Number	IE/GN/T12/534/24-25	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 65,000/- + 18% GST	Non-Residential Participants ₹ 48,000 /- + 18% GST
For Residential Participants	Check-in at hotel – 16 th December 2024 (12:00 PM) Check-out from Hotel - 20 th December 2024 (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:

Training Program Coordinator: Vikas Meena, Deputy Director, Mob: 8866943946 Email: vikas.meena@npcindia.gov.in	Address: 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 Receiving of nominations: 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:

Table with 6 columns: S. No., Name of Delegate, Designation, Mobile No., Email ID, Participant Organisation Address (kindly provide full address of correspondence). Rows 1-5.

Details of Nominating Authority:

Table with 6 columns: S. No., Name of Nominating Authority, Designation, Mobile No., Email ID, Nominating Authority Organization Address (kindly provide full address of correspondence). Row 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.
List of bullet points regarding GST exemption declaration.
*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.
- 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.