



# National Productivity Council

Dr. Ambedkar Institute of Productivity (AIP)



Training  
Programme  
on

PRODUCTIVITY

Improvement Tools and Techniques

PROGRAMME CODE: T2425CHN03



18-20 September 2023  
Ambattur, Chennai

## **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**

In recent years, productivity is recognized as the most important determinant in enhancing growth especially in fast growing economies like India. Improving productivity is the ultimate goal for all individuals and organizations. Higher productivity ensures the effective utilization of all input resources besides the ability to communicate, persuade and influence with people in a positive way in order to achieve the organizational goals. This program is designed to improve personal as well as professional productivity which leads to success in any business or professional environment.

## **3. LEARNING OBJECTIVES**

The training program prepares participants to equip with basic productivity management principles, tools, techniques, and approaches along with effective management of human relations at workplace. This in turn builds an exciting and productive work environment. Gain insight into their current capabilities and understand specific areas for development. Gain understanding of a range of soft skills and the impact they have on managerial effectiveness. This in turn improves the productivity and probability of an organization.

## **4. BROAD PROGRAMME COVERAGE**

The following topics shall be covered during the training

- Equip participants with fundamental knowledge of productivity, which enables them to diagnose the current productivity performance of any organization and then adopt and implement appropriate solutions for improvement.
- Impart practical knowledge and skills of tools and techniques for Productivity enhancement which will help in building capability and availability professionals.
- Helps understanding concepts of work study and approach to determine the best method of performing each operation by eliminating wastages to improve the productivity of men machines and materials.
- Explore and practice skills underlying effective interpersonal communication, team work, time management and stress management.
- Industrial visit to understand practical applications and industry best practices.

## 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

Junior / Middle Management Personnel from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

## 7. FACULTY

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

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	T2425CHN03	
<b>Program Venue</b>	Dr. Ambedkar Institute of Productivity (AIP), National Productivity Council (NPC), No.6, Aavin Dairy Road, Ambattur Industrial Estate (North), Ambattur, Chennai – 600050.	
<b>Programme Fee</b>	Residential Participants ₹ 19500 /- + 18% GST	Non-Residential Participants ₹ 15000 /- + 18% GST
<b>For Residential Participants</b>	Check-in at AIP, Hostel – 6:00pm, 17 <sup>th</sup> Sep 2024 Check-out from AIP, Hostel – 6:00pm, 20 <sup>th</sup> Sep 2024	

## 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:** State Bank of India, Korattur Branch, 1324-F, East Avenue, Korattur, Chennai - 600080
- A/c No. **39783959115**, IFSC Code. SBIN0017247
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Chennai
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 33AAATN0402F1ZD

*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.*



## **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 date of programme)

The Head,  
Dr. Ambedkar Institute of Productivity,  
National Productivity Council,  
No.6, Aavin Dairy Road,  
Ambattur Industrial Estate (North),  
Ambattur, Chennai - 600050  
Mobile: 7200208675  
Email: [chennai@npcindia.gov.in](mailto:chennai@npcindia.gov.in)

Smt. Jayasathiya J,  
Dy. Director (IE)  
Email: [jayasathiya.j@npcindia.gov.in](mailto:jayasathiya.j@npcindia.gov.in)  
Mobile No.: +91-9962292204



**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **Productivity Improvement Tools and Techniques**

Programme Code: **T2425CHN03**

Programme Duration: **18-20 September 2024**

Venue/ Location: **AIP, Chennai**

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 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: \_\_\_\_\_ and 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). 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.