

Residential Programme

On

**Advance Course on Developing Competency of
Executive Secretaries, PP, Personal Assistants & Office Staff
(Programme Code: T2627KAN01)**

During

01–05 June 2026

At

Gangtok, Sikkim



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce and Industry, DPIIT, Govt. of India)

4th Floor, Kabir Bhawan, Directorate of Industries Campus

Kanpur-208005; Ph: 0512-2224176; Website: <https://www.npcindia.gov.in/>

Introduction

In the present dynamic organizational environment, the role of Executive Secretaries, Private Secretaries, Personal Assistants and other executive support staff has become increasingly important.

Senior executives rely heavily on competent support professionals for effective coordination, communication, documentation and management of executive office functions. Executive Secretaries and Personal Assistants are now expected to demonstrate strong professional competence, communication abilities, confidentiality, coordination skills and the capability to manage responsibilities efficiently. This programme is designed to strengthen the professional capabilities of executive support staff and enable them to effectively support senior management.

Programme Objective

- Enhancing professional competence in modern office management practices.
- Strengthening communication and interpersonal skills required for executive support.
- Equipping participants with advanced administrative and coordination capabilities.
- Developing positive work attitudes and professional ethics.
- Enabling participants to function as efficient support partners to senior executives.

Programme Coverage

- Emerging role of Executive Secretaries and Personal Assistants.
- Effective management of executive offices.
- Professional communication and office correspondence.
- Interpersonal communication and relationship management.
- Time management and prioritization techniques.
- Team coordination and office collaboration.
- Supporting executives in decision-making processes.
- Enhancing personal effectiveness and professional conduct.
- Problem solving and conflict management in office situations.

Faculty & Methodology

The programme will be conducted by experienced faculty members and management experts. The training methodology will include lectures, interactive discussions, group exercises, case studies and experience sharing sessions to ensure practical learning and skill development.

Participant's Profile

The programme is designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, and office personnel who perform or are expected to perform secretarial functions and responsibilities.

Officials and staff from Government Departments, Ministries, Public Sector Undertakings (PSUs), private sector organizations, banks, cooperative institutions, corporate bodies, boards, educational institutions, Agriculture Departments, autonomous organizations, and the service sector will particularly benefit from this programme.

Participation Fee

Residential Participants:

Rs. 75,000 + 18% GST per participant. The fee includes boarding, lodging, training kit, and visit for experiential learning.

Non-Residential Participants:

Rs. 60,000 + 18% GST per participant. The fee includes training kit, lunch, tea/refreshments during breaks, and visit for experiential learning.

Accompanying Spouse & Children:

Delegates accompanied by spouse and/or children shall bear all expenses towards accommodation, meals, and other incidental charges for their accompanying family members, which shall be settled directly with the hotel.

Mode of Payment

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

ECS Payment Details:

Bank Name : State Bank of India
Branch : 117/469 Pandu Nagar, Kanpur
SBI A/c No : 40318394189
IFSC Code : SBIN0001397
PAN No : AAATN0402F
GST No : 09AAATN0402F1Z4

DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR

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.

Venue and dates (Programme Code: T2627KAN01)

Venue: Gangtok (Any Hotel/Resort), Sikkim

Programme Duration: 01–05 June 2026

Check in : 01 June 2026 (11: 00 AM)

Check Out: 05 June 2026 (11: 00 AM)

Last date: 15th May 2026

Faculty & Methodology

The programme will be delivered by highly experienced professionals and eminent speakers drawn from reputed organizations, institutions, and industry.

The methodology will be participative in nature. Sessions will include conceptual deliberations, case studies, problem-solving exercises, success stories, management games, and group discussions to facilitate effective learning and practical understanding.

Enquiry & Registration

Shri Amitava Ray

Programme Coordinator

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: kanpur@npcindia.gov.in

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.

Note: *Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.*

About National Productivity Council

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. NPC promotes productivity culture in industry, services and government sectors through consultancy, training, research and capacity building initiatives.

NATIONAL PRODUCTIVITY COUNCIL

4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005, Uttar Pradesh (India)

APPLICATION FORM FOR NOMINATIONS

Title of Programme: “**Advance Course on Developing Competency of Executive Secretaries, PP, Personal Assistants & Office Staff**”
Duration : 01-05 June 2026 at Gangtok

Programme Code: **T2627KAN01**

Select (Please Mark Tick) : Participation on Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Organization 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

For Organisation who are Not Exempted and having GST registration, please provide GST No. (Mandatory): _____

(Please note: - 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: _____