



Training Programme  
on  
**STRESS MANAGEMENT  
&  
WORK-LIFE BALANCE**

**26-30 May 2025**

**Gangtok**



**HRM GROUP**

National Productivity Council

Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road

New Delhi - 110003

## **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**

A 'work life' balance refers to employees' ability to uphold a healthy balance between their work roles, their personal responsibilities and family life. Achieving a work-life balance is the new ideal for employees, because an imbalanced life results in stress and fatigue, loss of control and even strained relationships. Modern workplaces have become more stressful because of diverse role expectations, cut throat competition, globalization and technological disruptions. Such changes have created several complications on both the domestic and professional fronts of the employees. Stress affects productivity; therefore, monitoring and managing work related stress is extremely important. The individual must explore his values, aspirations, and goals to realise what he expects from work and life and then develop the suitable ways of balancing work and life. Effective stress management, on the other hand, helps break the hold stress has on life, so the subject would be happier, healthier and more productive. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and growth—the resilience to sustain pressure and meet challenges head on.

## **3. LEARNING OBJECTIVES**

This program has been designed to facilitate creating balance between work and life. Participants will learn how to identify and understand emotional response to stress, how to better communicate under stress, make better decisions and reduce burn-out in even the most challenging situations. It will help understand the ways to reduce stress, increase efficiency and balance in work and life.

## **4. BROAD PROGRAMME COVERAGE**

- Understand the benefits of a work-life balance
- Recognise the signs of an unbalanced life
- Understand stress and recognise the symptoms.
- Measures and strategies to deal with stress effectively.

## **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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs , Banks and financial institutions , Boards, Administrative Bodies , Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

## 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>               | <b>T2526HRM01</b>   |   |
| <b>Program Venue</b>                | <b>Gangtok</b>  |   |
| <b>Programme Fee</b>                | <b>Residential Participants</b><br>INR 70,000/- (Rs. Seventy Thousand only) + 18% GST   | <b>Non-Residential Participants</b><br>INR 55,000/- (Rs. Fifty Five Thousand) + 18% GST |
| <b>For Residential Participants</b> | Check-in at hotel- 12 Noon Onwards on 26 <sup>th</sup> May, 2025<br>Check-out from Hotel - : Before 12 Noon on 30 <sup>th</sup> May, 2025 |   |

## 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:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

*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

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: **19th May, 2025**

|   |   |
|---|---|
| <p><b>Program Coordinator</b></p> <p>Ms. Asmita Raj<br/>Technical Assistant-HRM<br/>National Productivity Council (NPC)<br/>5-6 Institutional Area,<br/>Lodhi Road, New Delhi – 110003<br/>Email Id: <a href="mailto:asmita.raj@npcindia.gov.in">asmita.raj@npcindia.gov.in</a><br/>Tel: 011-24607376/344</p> | <p>Sh. Umashankar Prasad<br/>Group Head (HRM)<br/>National Productivity Council (NPC)<br/>5-6 Institutional Area,<br/>Lodhi Road, New Delhi – 110003<br/>Email Id: <a href="mailto:us.prasad@npcindia.gov.in">us.prasad@npcindia.gov.in</a><br/>Tel: 011-24607376/344/337</p> |
|---|---|

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

## 11. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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.
- 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.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- 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 towards to-and-fro travel from 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.

please visit – <https://npcindia.gov.in/NPC/User/TrainingHeadQuarter> for NPC's training calendar and details of other training programmes



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

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **Stress Management & Work Life Balance**

Programme Code: **T2526HRM01**

Programme Duration: **26<sup>th</sup> – 30<sup>th</sup> May'25**

Venue/ Location: **Gangtok**

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

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) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_