

Dear Sir/Madam,

Wish you great health & peace of mind!

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Human Resources Management, Industrial Engineering, Ari-Business, Economic Services, Quality Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government, Public and Private sector organizations. NPC is a constituent of the Tokyo-based Asian Productivity Organization (APO), an Inter-Governmental Body of which the Government of India is a founding member.

Online Training- a paradigm shift

The ongoing pandemic crisis has created unexampled restrictions on social engagements and mass-transits. However, we believe that learning and development should be remained unhindered, only new media may be required. NPC, in its pursuit of promoting productivity in India, has taken cognizance of the limitations being inflicted upon and deployed novel ways of imparting trainings. NPC has resorted to live online trainings/webinars, webcasts, e-learning to promote contactless and transit-free learning and development in tandem with our unrelenting efforts to defeat COVID19.

HRM Group at NPC is delighted to inform you that following live online training programmes are being organized wherein NPC experts and renowned speakers shall be sharing their wisdom and experience:

Sr. No.	Topic for the online training	Coverage and topics	Date & Time	Participation Fee in Rs. (including GST)
1.	RTI & Transparency Audit Registration link: https://bit.ly/3r3ijIG	❖ Objectives of RTI Act 2005 ❖ Definition of Information Empowerment and Privileges of Citizen under this Act. ❖ Role of Public Authorities Under RTI Act 2005, ❖ Role and Functions of Central Assistant	07-08th Dec'21 Day-1: (1 st Session 14:00-15:30 ---- <i>short break</i> ---- (2 nd Session 15:45-17:15)	5000/-

Sr. No.	Topic for the online training	Coverage and topics	Date & Time	Participation Fee in Rs. (including GST)
		Public Information Officer ❖ Role and Responsibilities of Central Public Information Officer ❖ Link between Transparency and Accountability ❖ Framework of Transparency Audit. ❖ Q&A	Day-2: (1 st Session 14:00-15:30 ----short break---- (2 nd Session 15:45-17:15)	
2.	Vigilance & Disciplinary Proceedings Registration link: https://bit.ly/3FA8nug	❖ Overview of Vigilance / Disciplinary procedures ❖ Drafting of Charge Sheet ❖ Appointment of IO (inquiry Officer)-Role and functions ❖ Conduct of Inquiry (Input) ❖ Evaluation of the evidence-important concepts ❖ Action on Inquiry Officer's report (Rule 15) ❖ Q&A	16-17th Dec'21 Day-1: (1 st Session 14:00-15:30 ----short break---- (2 nd Session 15:45-17:15) Day-2: (1 st Session 14:00-15:30 ----short break---- (2 nd Session 15:45-17:15)	5000/-
3.	Safeguards in Public Procurement, GFR 2017 along with amendments Registration link: https://bit.ly/3HOD8xB	❖ Safeguards in Public Procurement ❖ Safeguards in Framing of Technical specifications & Qualification Criteria ❖ Safeguards in selecting Modes of Procurement	22-23rd Dec'21 Day-1: (1 st Session 14:00-15:30 ----short break----	5000/-

Sr. No.	Topic for the online training	Coverage and topics	Date & Time	Participation Fee in Rs. (including GST)
		<ul style="list-style-type: none"> ❖ Safeguards in Preparation of Bidding Documents ❖ Safeguards in Contract Management ❖ Safeguards in Single Responsive Bid & procurement through GeM ❖ Case studies, discussion and Q&A 	(2 nd Session 15:45-17:15) Day-2: (1 st Session 14:00-15:30 <i>----short break----</i> (2 nd Session 15:45-17:15)	
4.	Service Regulations Registration link: https://bit.ly/2Zjl7WT	<ul style="list-style-type: none"> ❖ Conduct Rules ❖ Discipline Rules ❖ FR & SR ❖ Leave Rule ❖ LTC ❖ Seniority, Promotion ❖ Pension ❖ Q&A 	27-28 Dec'21 Day-1: (1 st Session 14:00-15:30 <i>----short break----</i> (2 nd Session 15:45-17:15) Day-2: (1 st Session 14:00-15:30 <i>----short break----</i> (2 nd Session 15:45-17:15)	5000/-

Pl visit our website <https://www.npcindia.gov.in/NPC/User/webinarpage> for more details.

Target Group

The program has been designed to provide comprehensive input to the employees across all levels, 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.

Pedagogy and Methodology

The training programme shall be done live via videoconferencing using webex platform. The training sessions will primarily be lecture based along with interactive discussions, case studies, problem solving, comparative study and Q&A. The lectures will be accompanied by structured PowerPoint presentation, videos, case materials and reading materials, if required. NPC faculty(ies) and distinguished experts from the relevant field will conduct the programme.

Payment Details

Participation Fees for participant(s) for any programme may be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI. The payment can also be made online (NEFT/RTGS/IMPS) as per the following details:

Bank Name: Indian Overseas Bank,
Branch: 70 Golf Link, New Delhi,
Bank Account No: 026501000009207,
IFSC: IOBA0000265,
PAN No: AAATN0402F
GST No: 07AAATN0402F1Z8

The payment details comprising UTR number, date, amount etc. should be informed to the undersigned well in advance.

Nominations

1. Individual participants, who want to participate in these programmes may enroll themselves by sending email/letter addressing to the undersigned mentioning name, mobile number, e-mail ID, designation (optional), office name & address (optional) and payment details or may register online by clicking the registration link provided followed by payment of fee.

2. Participants sponsored by organizations: Organizations can nominate their employees by writing an email/letter addressing to the undersigned and providing participants' name, designation, office name & address, mobile number & e-mail ID. Kindly also provide GSTIN of your organization, if applicable, at the time of nomination. Please note that participation fee is to be paid at the time of nomination only. They can pay as per the details provided in the payment section of this brochure. Alternatively, they may register online by clicking the registration link provided followed by payment of fee for each participant.

3. Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall not be refunded or adjusted.

4. Limited seats are available for the training programme(s) and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Organizations who nominate more participants shall get discount as per the extant rule and requested to contact Programme Coordinator.

5. The cut-off time for accepting nominations is 24 hours prior to the scheduled time of the training programme.

How to attend

Link for registration & VC and guidelines will be sent to all the confirmed participants on the last day before the scheduled date. The links will be non-transferable and intended only for one-time use by the recipients. Participants will also be provided technical assistance for registration and attending the training. Participants will be allowed to raise their queries and/or clear their doubts, during or at the end of each session. However, participants can also send their specific questions in advance through e-mail for optimum utilization of available time or drop it in chat/Q&A section during the session. A technical coordinator will be available round the clock to facilitate the smooth conduct of the sessions.

❖ The attendees will be provided e-Certificate towards participation.

You are requested to kindly nominate employee(s) of your esteem organization for the above-mentioned training programme(s) at the earliest and draw maximum benefit from the opportunity.

For nomination & other queries, kindly contact Ms. Priyamvada Mishra, Programme Coordinator on Mobile: +91-9560254213, Phone:- 011-24607344/352/337 and email- hrm.hq@npcindia.gov.in

Thanks & Best Regards,

D. K. Rahul
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