



TRAINING CALENDAR 2020-21

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5-6 Institutional Area,

Lodhi Road

New Delhi-110003



**NATIONAL
PRODUCTIVITY COUNCIL**

Regional Directorate Wise

*R=Residential and NR=Non-Residential Fee

S. No.	Title of Programme	Date	Participant	Venue	Participation Fee (Exclusive of GST)	Organised by
HQ DELHI						
Economic Services						
1	Project Management and Financial Management	May 18-22, 2020	Middle/Senior	Gangtok, Sikkim	49000/- (R) 37000/- (NR)	ES HQ
2	Effective Office Administration & Financial Management	June 22-26, 2020	Middle/Senior	Leh, Ladakh	49000/- (R) 37000/- (NR)	ES HQ
3	Performance & Financial Management for Organizational Excellence	July 20-24, 2020	Middle/Senior	Leh, Ladakh	49000/- (R) 37000/- (NR)	ES HQ
4	Conflict Resolution and Strategic Financial Management	Aug 24-28, 2020	Middle/Senior	Munnar, Kerala	49000/- (R) 37000/- (NR)	ES HQ
5	Project Management, Planning, Monitoring and Evaluation	Sept 21-25, 2020	Middle/Senior	Gangtok, Sikkim	49000/- (R) 37000/- (NR)	ES HQ
6	Effective Office Administration & Financial Management	Oct 12-16, 2020	Middle/Senior	Porbander, Gujarat	49000/- (R) 37000/- (NR)	ES HQ
7	Performance & Financial Management for Organizational Excellence	Nov 23-27, 2020	Middle/Senior	Port Blair, A & N	49000/- (R) 37000/- (NR)	ES HQ
8	Effective Office Administration & Financial Management	Dec 14-18, 2020	Middle/Senior	Jaisalmer, Rajasthan	49000/- (R) 37000/- (NR)	ES HQ
9	Conflict Resolution and Strategic Financial Management	Jan 18-22, 2021	Middle/Senior	Port Blair, A & N	49000/- (R) 37000/- (NR)	ES HQ
10	Project Management and Financial Management	Feb 22-26, 2021	Middle/Senior	Port Blair, A & N	49000/- (R) 37000/- (NR)	ES HQ
11	Performance Management, Monitoring and Evaluation for Organizational Excellence	Mar 22-26, 2021	Middle/Senior	Gangtok, Sikkim	49000/- (R) 37000/- (NR)	ES HQ
Information Technology						
1	Digital Workplace : Essentials for non-IT Executives	11-15 May, 2020	Middle/Senior	Gangtok	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ
2	Role of Innovation & Creativity through Digital Transformation	15-19 June, 2020	Middle/Senior	Kodaikanal	Rs.49000/- (R) Rs.38000/- (NR)	IT HQ
3	Good Governance & Transparency through RTI	13-17 July, 2020	Middle/Senior	Munnar	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ
4	Leadership Challenges in Digital Transformation	17-21 August, 2020	Middle/Senior	Ooty	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ
5	Organizational Productivity through Digital Transformation	14-18 September, 2020	Middle/Senior	Goa	Rs.52000/- (R) Rs. 38000/- (NR)	IT HQ
6	Digital Workplace : Essentials for non-IT Executives	12-16 October, 2020	Middle/Senior	Gangtok	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ
7	Role of Innovation & Creativity through Digital Transformation	23-27 November, 2020	Middle/Senior	Port Blair	Rs.55000/- (R) Rs. 40000/- (NR)	IT HQ

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8	Digital Transformation for Organization	14-18 December, 2020	Middle/ Senior	Goa	Rs.52000/- (R) Rs. 38000/- (NR)	IT HQ
9	Leadership Challenges in Digital Transformation	11-15 January, 2021	Middle/ Senior	Port Blair	Rs.55000/- (R) Rs. 40000/- (NR)	IT HQ
10	Building Organizational Excellence in Digital Era	01-05 February, 2021	Middle/ Senior	Goa	Rs 52000/- (R) Rs. 38000/- (NR)	IT HQ
11	Organizational Productivity through Digital Transformation	15-19 March, 2021	Middle/ Senior	Kanyakumari	Rs.49000/- (R) Rs. 38000/- (NR)	IT HQ
<u>RD BENGALURU</u>						
1	Productivity Improvement through team building and effective communication	May 11-15, 2020	Middle, Senior	Ooty	Rs.50000/- (R)	RD Bangalore
2	Vigilance for organizational efficiency	Jun 15-19, 2020	Middle, Senior	Munnar	Rs.50000/- (R)	RD Bangalore
3	Efficient operation and maintenance of boilers	Jul 31, 2020	Lower / Middle	Bangalore	SPONSORED BY DPIIT (NR)	RD Bangalore
4	Preparatory Training Course For EM / EA Exam	August 3-7, 2020	Middle	Bangalore	To be decided by AIP (NR)	RD Bangalore
5	Preparatory Training Course For EM / EA Exam	August 24-28, 2020	Middle	Bangalore	To be decided by AIP (NR)	RD Bangalore
6	Industry 4.0 for productivity enhancement	Sep 7-11, 2020	Middle	Goa	Rs.50000/- (R)	RD Bangalore
7	Energy conservation and audit	Oct 5-7, 2020	Middle	Bangalore	DPE sponsored (NR)	RD Bangalore
8	Energy conservation and audit	Nov 2-6, 2020	Middle	Kodaikanal	Rs.50000/- (R)	RD Bangalore
9	Management Development Program for leadership skills and effective teamwork	Dec 14-18	Middle / Senior	Port Blair	Rs.55000/- (R)	RD Bangalore
10	Enhancing productivity through work life balance	Jan 18-22, 2021	Middle / Senior	Mysore	Rs.50000/- (R)	RD Bangalore
11	Productivity Week programs	Feb 12, 2021	Middle	Bangalore	Rs.3000/- (NR)	RD Bangalore
12	Productivity Week programs	Feb 15, 2021	Middle	Kochi	Rs.3000/- (NR)	RD Bangalore
13	Vigilance and RTI	Mar 8-12, 2021	Middle / Senior	Trivandrum	Rs.50000/- (R)	RD Bangalore
<u>RD CHANDIGARH</u>						
1	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	April 20-24, 2020	Middle / Senior	Dharamshala	Rs.49000/- (R)	RD Chandigarh
2	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 implementation and CIC/SIC Judgments) and Modern Office Management	April 20-24, 2020	Middle / Senior	Gangtok	Rs.49000/- (R)	RD Chandigarh
3	Improving Leadership, Managerial and Administrative Skills	May 11-15, 2020	Middle / Senior	Gangtok	Rs.49000/- (R)	RD Chandigarh
4	Improving organizational performance through Digital transformation	May 18-22, 2020	Middle / Senior	Ooty	Rs.49000/- (R)	RD Chandigarh
5	Modern Management Practices for improving Organizational Performance	May 25-29, 2020	Middle / Senior	Leh	Rs.48000/- (R)	RD Chandigarh
6	Modern Office Management and Modern Performance Management	June 8-12, 2020	Middle / Senior	Dharamshala	Rs.49000/- (R)	RD Chandigarh

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7	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern HR Practices	June 15-19, 2020	Middle / Senior	Gangtok	Rs.49000/- (R)	RD Chandigarh
8	Improving Leadership, Managerial and Administrative Skills	June 22-26, 2020	Middle / Senior	Manali	Rs.48000/- (R)	RD Chandigarh
9	Modern Management Practices for improving Organizational Performance	July 6-10, 2020	Middle / Senior	Leh	Rs.48000/- (R)	RD Chandigarh
10	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	July 13-17, 2020	Middle / Senior	Leh	Rs.48000/- (R)	RD Chandigarh
11	Enhancing Managerial Effectiveness and Modern H.R Practices	July 20-24, 2020	Middle / Senior	Mount Abu	Rs.49000/- (R)	RD Chandigarh
12	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern HR Practices	July 27-31, 2020	Middle / Senior	Manali	Rs.48000/- (R)	RD Chandigarh
13	Improving Leadership, Managerial and Administrative Skills	August 10-14, 2020	Middle / Senior	Mount Abu	Rs.49000/- (R)	RD Chandigarh
14	Modern Office Management and Modern Performance Management	August 17-21, 2020	Middle / Senior	Leh	Rs.48000/- (R)	RD Chandigarh
15	Smart Governance through Digital transformation	August 24-28, 2020	Middle / Senior	Mount Abu	Rs.49000/- (R)	RD Chandigarh
16	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and Modern Office Management	September 7-11, 2020	Middle / Senior	Dharamshala	Rs.49000/- (R)	RD Chandigarh
17	Enhancing Managerial Effectiveness and Modern H.R Practices	September 14-18, 2020	Middle / Senior	Ooty	Rs.49000/- (R)	RD Chandigarh
18	Modern Office Management and Modern Performance Management	September 14-18, 2020	Middle / Senior	Gangtok	Rs.49000/- (R)	RD Chandigarh
19	Advance Course on RTI Act, 2005 and Modern HR Practices	September 21-25, 2020	Middle / Senior	Leh	Rs.48000/- (R)	RD Chandigarh
20	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	October 5-9, 2020	Middle / Senior	Dharamshala	Rs.49000/- (R)	RD Chandigarh
21	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	October 12-16, 2020	Middle / Senior	Gangtok	Rs.49000/- (R)	RD Chandigarh
22	Managing finance for improving organizational performance and effective cost management	October 19-23, 2020	Middle / Senior	Manali	Rs.48000/- (R)	RD Chandigarh
23	Improving Leadership, Managerial and Administrative Skills	November 2-6, 2020	Middle / Senior	Puri	Rs.49000/- (R)	RD Chandigarh
24	Advance Course on RTI Act, 2005 and Modern HR Practices	November 23-27, 2020	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
25	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	December 7-11, 2020	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
26	Improving Leadership, Managerial and Administrative Skills	December 14-18, 2020	Middle / Senior	Portblair	Rs.49500/- (R)	RD Chandigarh
27	Advance Course on RTI Act, 2005 and Modern Management Techniques	December 14-18, 2020	Middle / Senior	Puri	Rs.49500/- (R)	RD Chandigarh

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28	Modern Office Management and Modern Performance Management	December 21-25, 2020	Middle / Senior	Goa	Rs.49000/- (R)	RD Chandigarh
29	Advance Course on RTI Act, 2005 and Modern HR Practices	January 4-8, 2021	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
30	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	January 11-15, 2021	Middle / Senior	Portblair	Rs.49500/- (R)	RD Chandigarh
31	Improving organizational performance through Digital transformation	January 18-22, 2021	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
32	Managing finance for improving organizational performance and effective cost management	January 18-22, 2021	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
33	Advance Course on RTI Act, 2005 and Modern HR Practices	February 1-5, 2021	Middle / Senior	Portblair	Rs.49500/- (R)	RD Chandigarh
34	Improving Leadership, Managerial and Administrative Skills	February 8-12, 2021	Middle / Senior	Puri	Rs.49500/- (R)	RD Chandigarh
35	Modern Management Practices for improving Organizational Performance	February 22-26, 2021	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
36	Enhancing Managerial Effectiveness and Modern Performance Management Techniques	February 22-26, 2021	Middle / Senior	Kanyakumari	Rs.48000/- (R)	RD Chandigarh
37	Smart Governance through Digital transformation	March 1-5, 2021	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
38	Advance Course on RTI Act, 2005 and Modern Management Techniques	March 8-12, 2021	Middle / Senior	Puri	Rs.49500/- (R)	RD Chandigarh
39	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	March 15-19, 2021	Middle / Senior	Portblair	Rs.49500/- (R)	RD Chandigarh
40	Improving Leadership, Managerial and Administrative Skills	March 22-26, 2021	Middle / Senior	Goa	Rs.48000/- (R)	RD Chandigarh
RD GANDHINAGAR						
Operation & Quality Management						
1	Systematic Problem Solving, Conflict Resolution and Change Management	17-21 April 2020	Middle/Senior	Gangtok	Rs. 48750 (R)	NPC Gandhinagar
2	Office Productivity through 5 'S' and lean principles	18-22 May 2020	Middle/Senior	Leh	Rs. 48750 (R)	NPC Gandhinagar
3	Advance Course on Modern Office and Productivity Management	20-24 July 2020	Middle/Senior	Diu-Somnath	Rs. 48750 (R)	NPC Gandhinagar
4	Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office staff.	24-28 August 2020	Middle/Senior	Goa	Rs. 48750 (R)	NPC Gandhinagar
5	Advance Course on Change Management & Transformational Leadership	19-23 October 2020	Middle/Senior	Kovalam	Rs. 48750 (R)	NPC Gandhinagar
6	Effective Office Management & RTI	18-22 January 2021	Middle/Senior	Puri	Rs. 48750 (R)	NPC Gandhinagar
7	Organizational Effectiveness with Focus on Innovation and Creating Digital Organisation	15-19 February 2021	Middle/Senior	Gangtok	Rs. 48750 (R)	NPC Gandhinagar
8	Systematic Problem Solving, Conflict Resolution and Change Management	15-19 March 2021	Middle/Senior	Port Blair	Rs. 49750 (R)	NPC Gandhinagar
Technology & Development						
9	Effective Office Management with Focus on e-governance and Digital Organisation	23-27 November 2020	Middle/Senior	Diu-Somnath	Rs. 48750 (R)	NPC Gandhinagar

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Productivity Awareness						
10	Process Safety Management System in chemical industries	18-19 June 2020	Middle/ Senior	Vadodara	Rs.15300 (R)	NPC Gandhinagar
Environment Management						
11	Waste to Wealth	21-25 September 2020	Middle	Udaipur	Rs.48750 (R)	NPC Gandhinagar
12	Waste to Wealth	14- 18 December 2020	Middle/ Senior	Goa	Rs.48750 (R)	NPC Gandhinagar
RD HYDERABAD						
1	Leadership Competency for Organizational Excellence	20 - 24 April 2020	Middle / Senior	Leh, Ladakh	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
2	Industry 4.0 - Top 5 Skills	11 - 15 May 2020	Middle / Senior	Gangtok	Rs.49500/- (R) Rs.30000/- (NR)	HR Division
3	Leadership program for women be Assertive and confident -	11 - 15 May 2020	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
4	Introductory course on Sustainability Reporting	11 - 15 May 2020	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
5	CCS (Conduct) Rules, 1964	21 May 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
6	CCS (CCA) Rules, 1965	28 May 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
7	Knowledge Management and Talent Management	01 - 05 June 2020	Middle / Senior	Manali	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
8	Generation Gap Management for Effective Performance	01 - 05 June 2020	Middle / Senior	Manali	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
9	Inventory in Supply Chain Management	01 - 05 June 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division
10	Right to information Act, 2005	17 - 18 June 2020	Middle / Senior	Hyderabad	Rs. 15,000/- (NR)	HR Division
11	Energy Efficiency through IoT	22 – 26 June 2020	Middle / Senior	Hyderabad	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division
12	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	24 June 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
13	Emotional Intelligence	06 - 10 July 2020	Middle / Senior	Kodaikanal	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
14	Effective Office Management through RTI Act Implementation	06 - 10 July 2020	Middle / Senior	Kodaikanal	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
15	Achieving Organizational Excellence through Digital Transformation	20 - 24 July 2020	Middle / Senior	Ooty	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
16	Kaleidoscope Leadership & Enhanced Productivity through Grid	20 - 24 July 2020	Middle / Senior	Ooty	Rs. 49,500/- (R)	HR Division

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					Rs. 30,000/- (NR)	
17	Achieving Organizational Effectiveness through Developing the Millennial Work Culture & Insights on Gender Sensitivity	20 - 24 July 2020	Middle / Senior	Leh, Ladakh	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
18	Industrial air pollution control system	20 - 24 July 2020	Middle / Senior	Ooty	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
19	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	06 August 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
20	Noting & Drafting in Government Offices	13 August 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
21	Modern Office Management with Special Reference to Secretarial Staff	17 - 21 August 2020	Middle / Senior	Munnar	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
22	Managing People at Work Place in Digital Age with Special Reference to Industry 4.0	17 - 21 August 2020	Middle / Senior	Munnar	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
23	Upcoming Trends in Energy Efficiency in Buildings 1.Net Zero Buildings 2.Smart Building 3.Data Analytics 4.Artificial Intelligence	24 – 28 August 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division
24	Lean Manufacturing for Organisational Excellence	07 – 11 September 2020	Middle / Senior	Udaipur	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division
25	Contract Management & Indian Contract Act, 1872	09 September 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
26	Preparation of EOI, RFP, DPR, Amendments, Evaluation & Finalization Process	14 - 18 September 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
27	Leadership Competencies & Challenges for Digital India	14 - 18 September 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
28	Water Foot-printing and Wastewater treatment	14 - 18 September 2020	Middle / Senior	Darjeeling	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
29	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	08 October 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
30	Project Management	12 - 16 October 2020	Middle / Senior	Udaipur	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
31	Data Analytics for Organizational Excellence	12 - 16 October 2020	Middle / Senior	Udaipur	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
32	CCS (Conduct) Rules, 1964	19 October 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
33	CCS (CCA) Rules, 1965	21 October 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
34	Right to information Act, 2005	09 - 10 November 2020	Middle / Senior	Hyderabad	Rs. 15,000/- (NR)	HR Division

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35	Noting & Drafting in Government Offices	18 November'20	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
36	Competency Mapping & Assessment Development Centres	23 - 27 November 2020	Middle / Senior	Puri	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
37	Leadership Competencies for Achieving Organizational Excellence	23 - 27 November 2020	Middle / Senior	Puri	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
38	The National Voluntary Guidelines on Social, Environmental and Economic Responsibilities of Business (NVG-SEE)	23 - 27 November 2020	Middle / Senior	Puri	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
39	Noting & Drafting in Government Offices	07 December 2020	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
40	Energy & Water Management	07 – 11 December 2020	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division
41	Managing Work Place Stress for Effective Performance	14 - 18 December 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
42	Interpersonal Effectiveness and Leadership Skills for Achieving Organizational Excellence	14 - 18 December 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
43	ISO Integrated Management System	14 – 18 December 2020	Middle / Senior	Ooty	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division
44	Responsible Supply chain	14 - 18 December 2020	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EnV Division
45	Sexual Harassment of Women at Work Place (Prevention,). Act, 2013	08 January 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
46	General Financial Rules with special focus on Procurement Process	11 January 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
47	Managerial Effectiveness	18 - 22 January 2021	Middle / Senior	PortBlair	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
48	Leadership & Team Building	18 - 22 January 2021	Middle / Senior	PortBlair	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
49	Government Audit and Clearance of C & A G's Audit Paragraphs	28 January 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
50	Government Audit and Clearance of C & A G's Audit Paragraphs	18 February 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
51	Constitution of India (With Special focus on financial matters)	25 February 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
52	Managing People at Work Place	08 - 12 February 2021	Middle / Senior	Mysore	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
53	HR Analytics	08 - 12 March 2021	Middle / Senior	Gangtok	Rs. 49,500/- (R) Rs. 30,000/- (NR)	HR Division
54	Greening the Economy:	18 - 22 January	Middle /	PortBlair	Rs. 49,500/-	EnV Division

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	Sustainable Industries / Organisations	2021	Senior		(R) Rs. 30,000/- (NR)	
55	Industry 4.0 Management System (ISO 9001, 14001, 45001 & 50001)	08 - 12 March 2021	Middle / Senior	Goa	Rs. 49,500/- (R) Rs. 30,000/- (NR)	IE Division
56	Latest Trends & Developments in Thermal & Electrical Utilities	15 - 19 March 2021	Middle / Senior	Port Blair	Rs. 49,500/- (R) Rs. 30,000/- (NR)	EM Division
57	File Management, Record Keeping & Grievance Redressal Mechanism	18 March 2021	Middle / Senior	Hyderabad	Rs. 8,000/- (NR)	HR Division
RD JAIPUR						
1	5S - A tools for Good House Keeping Practices	April 7-9, 2020	Middle / Senior	Jaipur	Rs.30000/- (R) Rs.12000/- (NR)	RD Jaipur
2	Work Place Conflict & Resolution Management: Insight on Gender Sensitivity & CSR	April 13-17 2020	Middle / Senior	Jaipur	Rs.49500/- (R) Rs.30000/- (NR)	RD Jaipur
3	Innovation, Foresight and Scenario Planning For Efficient Resources Management	April 20-24 2020	Middle / Senior	Mussoorie	Rs.49500/- (R) Rs. 30000/- (NR)	RD Jaipur
4	Operational Strategic Management for Achieving & Sustaining Performance	May 11-15 2020	Middle / Senior	Mount Abu	Rs.55500/- (R) Rs.30000/- (NR)	RD Jaipur
5	Advance Course On Secretarial Effectiveness : Capacity Building	May 18-22 2020	Middle / Senior	Mussoorie	Rs.49500/- (R) Rs. 30000/- (NR)	RD Jaipur
6	Talent Management & HR Analytics	May 25-29 2020	Middle / Senior	Gangtok	Rs.55500/- (R)	RD Jaipur
7	High Performing Teams & Systematic Problem Solving	June 16-20 2020	Middle / Senior	Shimla	Rs.49500/- (R) Rs. 30000/- (NR)	RD Jaipur
8	Preventive Vigilance & e-Procurement: Key to Good Governance	June 22-26 2020	Middle / Senior	Mount Abu	Rs.55500/- (R)	RD Jaipur
RD KANPUR						
1	Effective Production, Planning & Control	21-May-20	Middle/ Senior	Rudrapur	NR-6500	RD Kanpur
2	Applications of Robotics in Industrial Automation	25-May-6 June -20	Middle/ Senior	Lucknow	NR-28320	RD Kanpur
3	Stress & Time Management	26-30 May-20	Middle/ Senior	Dalhousie	R-48500	RD Kanpur
4	Managerial Effectiveness: Focus on Team Work And Conflict Management	8-12 Jun-20	Middle/ Senior	Nainital	R-48500	RD Kanpur
5	Digital Marketing, Cloud Computing, website development, Mobile Application Development for Industrial Automation	10-27 Jun-20	Middle/ Senior	Kanpur	NR-32000	RD Kanpur
6	Developing competencies of Executives Secretaries, Personal Assistant & Office Staff for Better Performance	22-26 Jun-20	Middle/ Senior	Gangtok	R-48500	RD Kanpur
7	Management of Waste for Circular Economy	22-26 Jun-20	Middle/ Senior	Gangtok	R-48500	RD Kanpur
8	Spares Parts Management	23-Jun-20	Middle/ Senior	Kanpur	NR-5000	RD Kanpur
9	PTC for Energy Managers and Energy Auditors	17-21 Aug-20	Middle/ Senior	Kanpur	NR-18000	RD Kanpur
10	Systematic Problem Solving	3-5 Sep-20	Middle/ Senior	Kanpur	NR-12000	RD Kanpur

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11	Performance Measurement and Management	23-27 Nov-20	Middle/ Senior	Goa	R-48500	RD Kanpur
12	Waste Minimization & Industrial Waste Water Management	26-29 Oct-`20	Middle/ Senior	Goa	R-42000	RD Kanpur
13	Effective Office Management: Focus on challenges, commitments, impact and Rewards	28-Dec- 1 Jan 21	Middle/ Senior	Port Blair	R-52,500	RD Kanpur
14	Lean Manufacturing & Industry 4.0	18-20 Jan-21	Middle/ Senior	Kanpur	NR-12000	RD Kanpur
15	Performance Management for Organisational Effectiveness	2-6 Feb-21	Middle/ Senior	Kanyakumari	R-48500; NR-28000	RD Kanpur
16	5S and Total Productive Maintenance	22-24 Feb-21	Middle/ Senior	Kanpur	NR-12000	RD Kanpur
17	Energy Efficiency in Industrial Utilities	3-5 Mar-21	Middle/ Senior	Haridwar	R-30000; NR-15000	RD Kanpur
18	Industrial Safety	16-18 Mar-21	Middle/ Senior	Kanpur	R-36000, NR-19000	RD Kanpur
RD KOLKATA						
1	5-Days Intensive Training Programme for 21 th National Certification Examination for EA & EM, 2020	24-28 August, 2020	Middle/ Senior	Kolkata	Rs. 15000/- (NR)	EM
2	Total Productive Maintenance	02-04 December, 2020	Middle/ Senior	Kolkata	Rs. 10000/- (NR)	T&D
3	Material Flow Cost Accounting(MFCA)-ISO 14051	15-19 February, 2021	Middle/ Senior	Goa	Rs. 55000/-(R)	EnM
4	"BEE Schemes, Rules & Regulation of EC Act"	23-25 February, 2021	Middle/ Senior	Kolkata	Rs. 10000/- (NR)	EM
RD PATNA						
1	Improving Leadership, Managerial and Administrative Skills	27-28 April 2020	Middle/ Senior	Patna	Rs. 10000/- (NR)	RD Patna
2	5S – A tool for good housekeeping	11-12 May 2020	Middle/ Senior	Ranchi	Rs. 10000/- (NR)	RD Patna
3	Modern Office Management and Project Management techniques	8-12 June 2020	Middle/ Senior	Gangtok	Rs. 50000/- (R) Rs. 25000/- (NR)	RD Patna
4	Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020	6-7 August 2020	Middle/ Senior	Ranchi	Rs. 10000/- (NR)	RD Patna
5	Preparatory Training Programme for Energy Managers and Auditors BEE Examination 2020	24-25 August 2020	Middle/ Senior	Patna	Rs. 10000/- (NR)	RD Patna
6	Modern Management Practices for organisational performance	21-25 Sept 2020	Middle/ Senior	Bodh Gaya	Rs. 50000/- (R) Rs. 25000/- (NR)	RD Patna
7	Modern HR practices for improved organisational performance	12-13 Oct 2020	Middle/ Senior	Ranchi	Rs. 10000/- (NR)	RD Patna
8	Modern Office Management and Project Management techniques	2-6 Nov 2020	Middle/ Senior	Goa	Rs. 50000/- (R) Rs. 25000/- (NR)	RD Patna
9	5S- A tool for good housekeeping	21-22 Dec 2020	Middle/ Senior	Patna	Rs. 10000/- (NR)	RD Patna
10	Improving Leadership, Managerial and Administrative Skills	11-12 January 2021	Middle/ Senior	Ranchi	Rs.10000/- (NR)	RD Patna
11	Improving Leadership, Managerial and Administrative Skills	22-26 February 2021	Middle/ Senior	Goa	Rs. 50000/- (R) Rs. 25000/-	RD Patna

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(NR)						
RD BHUBANESHWAR						
Operations And Quality Management						
1	Project Planning , Implementation, Monitoring and Evaluation	04-08 May, 2020	Middle/ Senior	Bhubaneswar	Rs 49,500/-(R) Rs 30,000/-(NR)	RD Bhubaneswar
2	Performance Management, Monitoring and Evaluation for Organizational Excellence	18-22 May, 2019	Middle/ Lower	Gangtok	Rs 49,500/-(R) Rs 30,000/-(NR)	RD Bhubaneswar
3	Advance tool and technique for QES professional	10-12 August ,2020	Middle/ Senior	Puri	Rs 30,000/-(R) Rs 20,000/-(NR)	RD Bhubaneswar
4	Improving Effectiveness of Challenges of Safety Professionals	2-6 Septmber,2020	Middle/ Senior	Jaisalmer	Rs 49,000/-(R)	RD Bhubaneswar
5	Project Planning , Implementation, Monitoring and Evaluation	14-18,December,2020	Middle/ Senior	Goa	Rs 49,000/-(R)	RD Bhubaneswar
Environment Management						
1	Waste Management Rules 2016	26-28 May, 2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/-(NR)	RD Bhubaneswar
Human Resource Management						
1	Improving Effectiveness Of Private Secretaries & Personal Assistants	26-28 May, 2020	Middle/ Lower	Puri	Rs.30,000(R)/ Rs.20,000/-(NR)	RD Bhubaneswar
2	Leadership and enablers of achieving Organization excellence	15-19 June,2020	Middle/ Senior	Kodaikanal	Rs.49,500/-(R)	NPC Bhubaneswar
3	Successful Retirement Planning	15-19 June,2020	Middle/ Senior	Kodaikanal	Rs.49,000/-(R)	RD Bhubaneswar
4	Gender Sensation and Sexual Harassment	24-26 June,2020	Middle/ Senior	Puri	Rs.30,000(R)/ Rs.20,000/-(NR)	NPC Bhubaneswar
5	Effective Office Management and Strategic Financial Planning	6-10 July,2020	Middle/ Senior	Ooty	Rs.49,500/-(R)	RD Bhubaneswar
6	Vigilance as a Management Tool	6-10 July,2020	Middle/ Senior	Ooty	Rs.49,500/-(R)	RD Bhubaneswar
7	Successful Retirement Planning	17-21, August ,2020	Middle/ Senior	Jodhpur	Rs.49,000/-(R)	RD hubaneswar
8	Improving Effectiveness Of Private Secretaries & Personal Assistants	5-7 October, 2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/-(NR)	RD hubaneswar
9	Performance Management	23-27 November,2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswar
10	Leadership and enablers of achieving Organization excellence	23-27, November,2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswar
11	Successful Retirement Planning	14-18,December,2020	Middle/ Senior	Goa	Rs.49,000/-(R)	RD Bhubaneswar
12	Modern HR Practices for improving organizational performance and effective office administration	21-23,December,2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/-(NR)	RD Bhubaneswar
13	Vigilance as a Management Tool	18-22,January,2020	Middle/ Senior	Goa	Rs.49,000/-(R)	RD Bhubaneswar

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14	Systematic Problem Solving, Conflict Resolution and Change Managemen	4-6,January,2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/-(NR)	RD Bhubaneswa r
15	Managerial Leadership & Team Building	1-5 February, 2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswa r
16	Improving Effectiveness Of Private Secretaries & Personal Assistants	1-5 February, 2020	Middle/ Senior	Portblair	Rs.49,000/-(R)	RD Bhubaneswa r
17	Gender Sensation and Sexual Harassment	16-18 February, 2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/-(NR)	RD Bhubaneswa r
Technology & Development						
1	Project Planning , Implementation, Monitoring and Evaluation	04-08 May, 2020	Middle/ Senior	Bhubanesw ar	Rs.49,500/-(R) Rs.30,000/-(NR)	RD Bhubaneswa r
2	Performance Management, Monitoring and Evaluation for Organizational Excellence	18-22 May, 2019	Middle/ Lower	Gangtok	Rs.49,500/-(R) Rs.30,000/-(NR)	RD Bhubaneswa r
3	Advance tool and technique for QES professional	10-12 August ,2020	Middle/ Senior	Puri	Rs.30,000/-(R) Rs.20,000/-(NR)	RD Bhubaneswa r
4	Improving Effectiveness of Challenges of Safety Professionals	2-6 Septmber,2020	Middle/ Senior	Jaisalmer	Rs.49,000/-(R)	RD Bhubaneswa r
5	Project Planning , Implementation, Monitoring and Evaluation	14-18,December,2020	Middle/ Senior	Goa	Rs.49,000/-(R)	RD Bhubaneswa r
6	Digital Transformation & Managing Change at Workplace	4-6,January,2020	Middle/ Lower	Puri	Rs.30,000/-(R) Rs.20,000/-(NR)	RD Bhubaneswa r