



NATIONAL PRODUCTIVITY COUNCIL

# राष्ट्रीय उत्पादकता परिषद NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ई-5, जी.आई.डी.सी. इलेक्ट्रॉनिक्स एस्टेट, सेक्टर-26, गांधीनगर-382 028, गुजरात, भारत.  
E-5, GIDC Electronics Estate, Sector-26, Gandhinagar-382028. Gujarat, India.

No: IE / GN / T12 / 194 / 2017-18

Date: 20<sup>th</sup> June, 2017

Professor & Dean  
College of Technology and Engineering  
University Rd, Ganesh Nagar,  
Udaipur Rajasthan 313001

**Sub :** Request for nomination in the training programme on **"Enhancing Performance Excellence : With Focus on Time, Stress & Teamwork Management"** from 18<sup>th</sup> to 22<sup>nd</sup> September, 2017 at Diu-Somnath.

Dear Sir/Madam,

National Productivity Council, Regional Directorate, Gandhinagar, Gujarat is pleased to announce its Residential Training Programme on "Enhancing Performance Excellence: With Focus on Time, Stress & Teamwork Management" from 18<sup>th</sup> to 22<sup>nd</sup> September, 2017 at Diu-Somnath.

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping above in view, the training programme aims at providing an insight to the participants about various tools and techniques on performance management.

The training programme has been designed for all levels executives/ managers/ officers/ Staff of various functions from regulatory authorities, central and state govt. department, PSUs, corporations, banks, co-operative sectors, educational institutes, colleges, boards, autonomous organizations etc.

The brochure giving programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal. The Programme fee of **Rs. 48,500/- + 15 % Service Tax / 18% GST** (Rs. Forty Eight Thousand Five Hundred Only + 15 % Service Tax / 18% GST) for residential participants is inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or **Rs. 29,000/- + 15 % Service Tax / 18% GST** (Rs. Twenty Nine Thousand Only + 15 % Service Tax / 18% GST) for non-residential participants is inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this and nominate a few officials from your organization. The detailed brochure is also available on <http://www.npcindia.gov.in> Kindly feel free to call us on 079 – 232 87344, or mail at: [gandhinagar@npcindia.gov.in](mailto:gandhinagar@npcindia.gov.in), in case any further clarification is required. We look forward to your continuous support and an early response.

Thanking you,



*Regip cell*  
*15-7-2017*



Yours sincerely,

Regional Director

Phone : 079-23287344, 23287345 Fax : 079-23287443 E-mail : [gandhinagar@npcindia.gov.in](mailto:gandhinagar@npcindia.gov.in) Website : [www.npcindia.gov.in](http://www.npcindia.gov.in)

Headquaters : "Utpadakta Bhavan", Lodi Road, New Delhi - 110 003.

Office at Bangalore - Bhopal - Mumbai - Kolkatta - Chandigarh - Guwahati - Kanpur  
Chennai - Patna - Bhubaneshwar - Hyberabad - Jaipur

## FORTHCOMING TRAINING PROGRAMMES

\* (15% Service Tax or GST as per applicable rates will be additionally applicable on Proposed Fees on the date of approval of nomination)

Programme	Dates	Venue	Fee Proposed
Advance Course on Modern Office and Productivity Management	23 <sup>th</sup> - 27 <sup>th</sup> October 2017	Mount Abu	<b>Residential :</b> Rs.48,500 <b>Non Residential :</b> Rs.28,000
Advance Course on Secretarial Effectiveness Focus on Modern IT practices	20 <sup>th</sup> - 24 <sup>th</sup> November 2017	Diu-Somnath	<b>Residential :</b> Rs.48,500 <b>Non Residential :</b> Rs.28,000

For further details of program, please visit : [www.npcindia.gov.in](http://www.npcindia.gov.in)



## CONTACT DETAILS:

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**Shri N.C. Joshi, Jr. Asst.** E-mail: [gandhinagar@npcindia.gov.in](mailto:gandhinagar@npcindia.gov.in)
- 📍 **Shri S. Pitwai**, Regional Director Phone. 079-23287345  
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**CORRESPONDENCE ADDRESS**  
**NATIONAL PRODUCTIVITY COUNCIL**

E-5, G.I.D.C. Electronic Estate, Gandhinagar, Gujarat, India-382 028



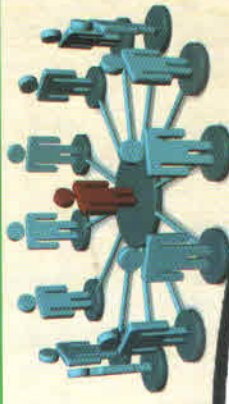
## NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ANNOUNCES RESIDENTIAL PROGRAMME ON

**Enhancing Performance Excellence:  
With Focus on Time, Stress &  
Teamwork Management**

From 18<sup>th</sup> - 22<sup>nd</sup> September, 2017 at Diu-Somnath



## INTRODUCTION

In today's economic climate, Regulatory authorities, Public & Service Sector organisations face unprecedented pressure – not only to achieve the goals set by governments and meet the expectations of citizens – but also to deliver increased productivity and efficiency. Performance Management is therefore much more than merely telling a person what to do and “policing” them until it is done. Rather, it is an integral part of the manager and the employee's job. The proper measurement of organisational performance, productivity and efficiency is therefore an essential part of the reform for the general welfare of all groups in society as well as the nation.

### OBJECTIVES: The programme aims at providing:

- To impart knowledge of various aspects of performance management system.
- To acquaint participants with tools and techniques of PMS, HR aspects of PMS so as to get maximum output from employees.

### COVERAGE

- Performance Management Overview
- Developing KPIs
- Planning, Target Setting, Setting Standards
- Progress Review
- HR Aspects of PMS
- Time, Stress & Teamwork management
- Role of IT in Govt. Office Applications and PMS

### PARTICIPANTS PROFILE

All 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, Universities, Academic Institutions etc.

### PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

The participation fee on Residential basis : Rs. 48,500/- Plus 15% Service Tax / 18% GST as per applicable rates per participant.

The participation fee on Nonresidential basis: Rs. 29,000/- Plus 15% Service Tax / 18% GST as per applicable rates per participant.

Check In at Hotel/Resort: 11.00 AM Onwards on 18<sup>th</sup> September 2017.

Check Out at Hotel/Resort : Before 11.00 AM on 22nd September 2017.

### FACULTY & PEDAGOGY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field. The training methodology will have focus on interactive

discussions, small group activities, business games, exercises, role plays, videos and presentations.

## LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS : 6<sup>TH</sup> SEPTEMBER 2017

The nominating authority should ensure that the nominations are sent with Nominating authority's & Participant's Name, Designation, Department / Section / E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: P.O No: IE/GN/T12/194/2017-18

### GENERAL INSTRUCTIONS :

The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s), Course material, Site visits and Faculty Charges.

- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- NPC will not bare any charges towards participant's to and fro travel from their residence to training program venue.
- NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost.
- Due to limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time.

### PAYMENT DETAILS

- Fee is to be paid by DD/Cheque/ECS in the name of “National Productivity Council” Payable at Gandhinagar, Gujarat PAN No: AAATN0402F Service Tax Registration No. AAATN0402FST008

### ECS Payment Details :

Indian Overseas Bank, 70, Golf Link Branch, New Delhi, SB A/C No. 02650100009207 ; MICR – 110020007 IIFSC No. IOBA0000265

In case of ECS payment (NEFT/RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.

\*It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.