

SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 5<sup>th</sup> LEVEL, 'A' WING  
I.P. ESTATE, NEW DELHI-110002  
{<http://services.delhigovt.nic.in>}

F.10(210)/2017/Coord /081447319

6933-6939

Dated: 16.08.17

To

All HODs/Pr. Secretaries/Secretaries,  
Govt. of NCT of Delhi and Autonomous Bodies of Delhi,

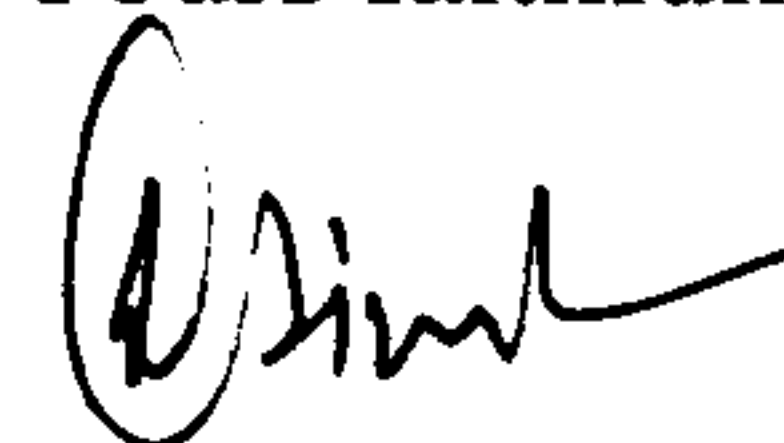
Sir/Madam

I am directed to upload the trainig circulars dated 05.07.2018 received from National Productivity Council for circulation on the website of the Services Department, GNCT of Delhi. This is for your kind information.

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Yours faithfully

Encls: As above



(RANJEET SINGH)

ADDITIONAL SECRETARY (SERVICES)

F.10(210)/2017/Coord./081447319/6933-6939

Date: 16.08.17

1. PA to Secretary (Services)/PA to Special Secretary-I/II (Services), Govt. of NCT of Delhi.
2. All branch incharges for information.
3. Section Officer (Coordination), Services Department with the direction to upload the letter on the website of the Services Department.



(RANJEET SINGH)

ADDITIONAL SECRETARY (SERVICES)



# राष्ट्रीय उत्पादकता परिषद NATIONAL PRODUCTIVITY COUNCIL జాతీయ ఉత్పాదకత మండలి

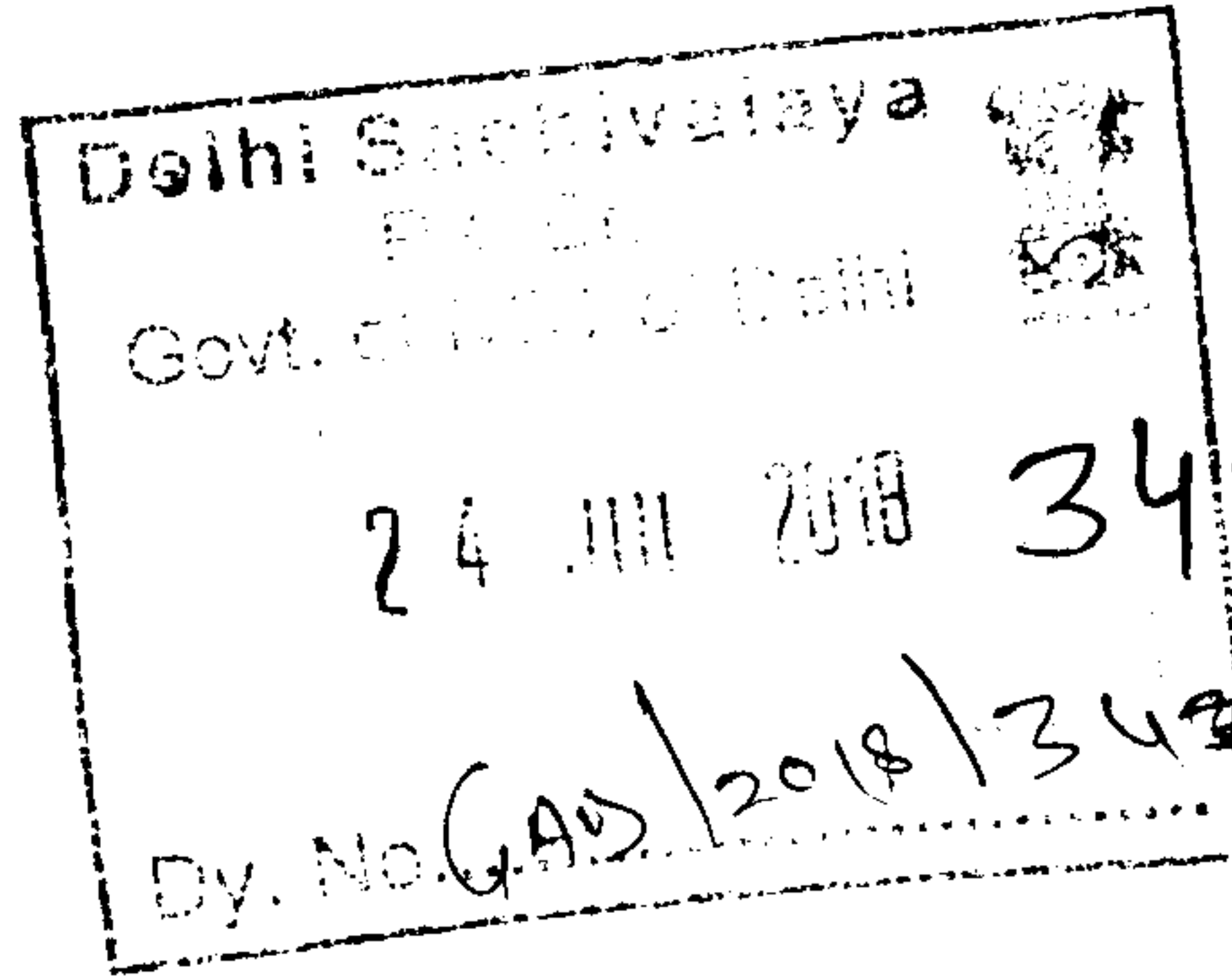


(Under Ministry of Commerce and Industry, Govt. of India)

10th Floor, Eastern Wing, GaganVihar Complex, Mukaram Jahi Road, Hyderabad - 500 001.  
Phone : 040-24733473, Fax : 040-24606981, E-mail : npc.ap@nic.in Website : www.npcindia.gov.in

No. 401/18-19  
Dt. 05.07.2018

Chief Secretary  
Govt Of N C T Of Delhi  
Secretariat  
New Delhi



50 to 55

24.7.18

Secy (Ser)

Namaskar,

Sub: Residential Training programme on

1. "Leadership Development for Organisation Excellence" at Leh, Ladakh 27 - 31 August, 2018
2. "Advance Certification Course on Secretarial Effectiveness" at Kodaikanal, Tamil Nadu 10 - 14 September, 2018

National Productivity Council (NPC), is a premiere techno-managerial consultancy and training organisation under Ministry of Commerce and Industry, government of India, has the distinction of relentlessly working towards increasing the levels of productivity in Indian Industry and Asian Countries for the past five decades.

We are pleased to announce the above residential training programmes for Senior / Middle / Junior level executives and staff from Government, Industry, Institutions, Agencies and other organisations.

The programme is designed with a view to highlight the need for changing business perspective of leadership and Secretarial Effectiveness in the organisation and to equip the participants with the modern management concepts and skills for their application for enhancing their role effectiveness. The programme would be highly interactive in nature.

We trust, you would like to avail this opportunity by nominating a few of your employees from all levels from your esteemed organisation in order to get the benefit in totality.

We are enclosing the brochure which gives details about topics to be covered along with its financial implications.

The programme is specially designed to equip participants to improve their self-performance vis-a-vis organisational performance in order to improve the productivity, quality and service delivery and finally profitability of their organisations.

Thanking you,  
Yours faithfully,

(Dr. B. Hemant Kumar Rao) M: 9912860540  
Director  
NPC-Hyderabad

Encl : As above

30/07

Sr. Sanjay

SER/2018/16891  
30/07/2018



# **NATIONAL PRODUCTIVITY COUNCIL**

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

## **Regional Directorate Hyderabad**

*Request Nominations for participation in  
RESIDENTIAL TRAINING PROGRAMME  
ON*

### **“PEOPLE CAPABILITY MATURITY MODEL- PCMM”**

**From 30<sup>th</sup> July to 03<sup>rd</sup> August, 2018 at Kodaikanal**

#### **INTRODUCTION**

People Capability Maturity Model (PCMM) is a road map for implementing the workforce practices that continuously improve the capability of an organisations employee force. It enables organisations to (i) attract, develop, organise, motivate, and retain the workforce required to build their products and deliver the services, (ii) to align the workforce development with strategic business or mission goals, (iii) characterise maturity of workforce practices, (iv) set priorities for improving workforce capability objectives, and (v) become an employer of choice.

#### **OBJECTIVES**

The programme aims at:

- ✦ Understanding PCMM as an organisational change model
- ✦ Using PCMM as a tool to help successfully address the critical people issues in an organisation
- ✦ Presenting a documented road map for organisational improvement and transformation
- ✦ Increasing an organisations employee force capability and creating a ‘culture of excellence’

#### **PROGRAMME COVERAGE**

- Broad view of PCMM through the process maturity framework,
- Maturity levels i.e., evolutionary plateaus of organisational practices through an overview of PCMM,
- The PCMM process areas,
- The architecture of PCMM,
- Insights into the meaning of PCMM for a given organisation through an interpretation of the model, and
- Ways and means by which an organisation can use the model.

## TARGET GROUP

Top/ Senior/ Middle/ Junior level executives from all functional areas representing government, semi-government departments & institutions, public & private sector organisations, financial institutions, health organisations, academic institutions, hotel & all other services supporters

*Faculty would include specialists from NPC and expects from areas*

*Last Date of Registration 25<sup>th</sup> July, 2018*

Participants are welcome to bring their spouse / children. However, the expenses of accompanying spouse / children will have to be paid directly to the hotel by the participant.

## PARTICIPATION FEE

Rs 48,500/- plus 18% GST per participant for each program. The fee includes cost of course material, lodging, boarding, and local sightseeing. Fee once paid is not refundable however substitution of participants is permitted.

## CHECK-IN / CHECK-OUT

Check-in Time: after 12 noon on the starting day of the programme

Check-out Time: Before 12 noon on the last day of the programme

## REGISTRATION

Names of the nominees with designations, on the organisation's letter-head should be sent along with participation fee. Nominations will be registered only on receipt of participation fee.

## SEND YOUR NOMINATIONS TO:

**DR. B. HEMANT KUMAR RAO,  
DIRECTOR  
NATIONAL PRODUCTIVITY COUNCIL  
10-E, GAGANVIHAR COMPLEX  
M.J. ROAD, HYDERABAD - 500 001  
PHONE: 040 – 24733473 E-mail: hemant.rao@npcindia.gov.in  
Mobile :99128 60540, 99081 25260**

**NOTE: Please feel free to contact us for any necessary clarifications**

## PAYMENT DETAILS

<b>Fee is to be paid by DD/Cheque in the name of National Productivity Council  PAN No : AAATN0402F GST No: 24AAATN0402F1ZC</b>	<b>ECS Payment details: Indian Overseas Bank, 70, Golf Link Branch, New Delhi; MICR – 110020007; IIFSC No. IOBA0000265  In case of ECS payment through (NEFT/RTGS), the payment detail may kindly be intimated along with UTR number accordingly to Program Director</b>
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