

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002

F.10(457)/Coord./Misc. Trg./2021/081639138/910

Date:- 02/05/2025

To

All ACS/Pr. Secretaries/Secretaries/HODs,
Govt. of NCT of Delhi..

Sub: Uploading of Misc. Training Circular/Misc. Correspondence.

Sir/Madam,

I am directed to upload the following training letter/Misc. Correspondence/office memorandums received from various Ministries/Departments for vide circulations at their end.

Sl. No.	Ministry/Department	Letter No./Date	Subject	Date of Training	Last date of receiving Nominations
1.	Institute of Secretariat Training and Management (ISTM), Deptt. Of Personal and Training, New Delhi	Dy. No. 7928 dated 23.04.2025	One week offline training programme on Administrative Vigilance- Role of IO/PO	04 th to 08 th August, 2025	04.07.2025
2.	NPC, New Delhi	Dy. No. 7803 dated 22.04.2025	Residential Training Programme on " Preventive Vigilance, e-Procurement and key to Good Governance" at Ladakh-Request for Nominations	16 th to 20 th June, 2025	02.06.2025
3.	Institute of Secretariat Training and Management (ISTM), Deptt. Of Personal and Training, New Delhi	Dy. No. CS/2025/7741 dated 21.04.2025	Creative and Positive Thinking	14 th to 15 th July, 2025	--
4.	NPC, New Delhi	Dy. No. CS/2025/7555	Residential Training Programme on " Advance Course on Right to information Act, 2025 and Modern Office Management".	16 th to 20 th June, 2025	06.06.2025

5.	NPC, Haryana	Dy. No. CS/2025/7610 dated 17.04.2025	Nomination for Residential Training Programme on " Improving Leadership Managerial and Administrative Skills".	26 th to 30 th May, 2025	--
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This is for your kind information please.

Yours faithfully

[Signature]
02/05/2025

SECTION OFFICER(CDN)

Encl: As above.

F.10(457)/Coord./Misc. Trg./2021/081639138/910

Date:- 02/05/2025

Copy for information to:-

1. PS to Pr. Secretary (Services), Govt. of NCT of Delhi.
2. PA to Special Secretary (Services), Govt. of NCT of Delhi.
3. PA to Dy. Secretary-II Services Department, Govt. of NCT of Delhi

[Signature]
02/05/2025

SECTION OFFICER(CDN)

Fwd: One Week Offline training Programme on Administrative Vigilance- Role of IO/PO (AV1-24) from 04 Aug 2025 -To- 08 Aug 2025 in ISTM



SD

Shri Dharmendra <csdelhi@nic.in>

Mon, 21 Apr 2025 12:50:29 PM +0530 *

To "Sh Anil Kumar Singh" <secservices@nic.in>, "Shri Sudhir Kumar" <dvigil@nic.in>

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

To: igadm@bprd.nic.in

Sent: Monday, April 21, 2025 11:58:05 AM

Subject: One Week Offline training Programme on Administrative Vigilance- Role of IO/PO (AV1-24) from 04 Aug 2025 -To- 08 Aug 2025 in ISTM

फा.सं / FILE NO:Y-14014/5/2025-O/o DY. DIRECTOR (PKS)

दिनांक / Date: 21.04.2025

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: One Week Offline training Programme on Administrative Vigilance- Role of IO/PO (AV1-24) from 04 Aug 2025 -To- 08 Aug 2025 in ISTM.

Sir/Madam,

The Training Programme on **Administrative Vigilance - Role of IO/PO (AV1-24)** to be held in **Offline Mode** during **04 Aug 2025 -To- 08 Aug 2025** in ISTM, New Delhi. The details of the Programme i.e. the objectives, Training Programme contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at ISTM website

https://www.istm.gov.in/home/online_nomination_form

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It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of forwarding letter may be sent by e-mail.

3. Only such officers should be nominated who can attend the programme on **whole time basis** in **ISTM, New Delhi**. While making nominations, the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **04 July 2025**

4. Only such candidates, whose nominations are accepted for the Programme by the Institute of Secretariat Training & Management, would be allowed to join the Programme. It is, therefore, reiterated that nominees should be relieved only after acceptance of nomination by the ISTM. The acceptance of nomination letter will be uploaded in the ISTM's website www.istm.gov.in and will also be communicated to the participants through e-mail.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Puneet Kumar Sharma)
Deputy Director & Course Director
Email ID: puneetkumar.sharma@gov.in
Tel: 01126737509

ANNEXURE-I

TRAINING PROGRAMME INFORMATION SHEET

1. **TRAINING PROGRAMME TITLE:** Training Programme on Administrative Vigilance- Role of IO/PO (Offline)

2. **TRAINING PROGRAMME CODE:** AV1-24

3. **DURATION:** One Week (04th to 08th Aug 2025)

AIM: To develop the skills required for functioning as Inquiry Officers & Presenting Officers.

4. **OBJECTIVES:** By the end of the training programme, the participants will be able to:

- 1) List out the Constitutional provisions relating to disciplinary proceedings.
- 2) Explain the Principles of Natural Justice.
- 3) Describe the Role & Functions of Inquiry Officer, Presenting Officer & Defence Assistant.
- 4) Draft the inquiry report.

5. BROAD CONTENT: -

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- 1) Constitutional provisions relating to disciplinary proceedings
 - 2) Principles of Natural Justice.
 - 3) Analysis of charge sheet
 - 4) Role & Functions of Inquiry Officer.
- 5) Role & Functions of Presenting Officer & Defence Asstt.
 - 6) Preliminary Hearing
- 7) Regular Hearing and recording of evidence
 - 8) Evaluation of Evidence.
 - 9) Drafting of Inquiry Report
 - 10) Mock Inquiry

6. METHODOLOGY: Offline mode

Part-1: In the offline Training Programme at ISTM, the course will deal with the essential aspects of administrative vigilance and role of IO/PO in conduct of Inquiry through interactive classroom session and conduct of mock inquiry.

7. PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of Group 'A' and Group 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Autonomous Bodies of Central/State Government, Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.

8. TRAINING PROGRAMME CAPACITY:

The maximum number of participants that can be admitted to the Training Programme is 35.

9. NOMINATIONS FOR THE COURSE:

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **11th July 2025**.

10. ACCEPTANCE OF NOMINATION:

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Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

11. COURSE FEE & OTHER EXPENSES:

A course fee of Rs. 5,000/- (Rupees Five Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows:

Website - Bharatkosh.gov.in Ministry - Personnel, P.G. & P Purpose -
Course fee in ISTM Deposit amount through online mode.

There is no Course fee for the officers of Central Govt./ State Govt./UT Adm
inistration and its Attached / Subordinate offices.

NOTE:

- i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in.
- ii. They may be relieved only after display of their names on the website of ISTM.
- iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come- first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretr or Hostel

Warden at Tele - No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course).
Family members of the participants are NOT allowed to stay in the hostel with the participants

Regards
O/o The Chief Secretary, Delhi

Fwd: Residential Training Programme on "Preventive Vigilance, e-Procurement and Key to Good Governance" from June 16-20, 2025 at Leh (Ladakh) - Request for Nominations

SD

Shri Dharmendra <csdelhi@nic.in>

Thu, 17 Apr 2025 10:00:07 PM +0530 *

To "Sh Anil Kumar Singh" <secservices@nic.in>



From: "Santosh Kumar"

<santosh.kumar@npcindia.gov.in[mailto:santosh.kumar@npcindia.gov.in]>

To: "Shri Dharmendra" <csdelhi@nic.in[mailto:csdelhi@nic.in]>

Sent: Thursday, April 17, 2025 6:40:03 PM

Subject: Residential Training Programme on "Preventive Vigilance, e-Procurement and Key to Good Governance" from June 16-20, 2025 at Leh (Ladakh) - Request for Nominations.

P.O. No.: T2526ITS02

Dt.: 17/04/2025

Sub: Residential Training Programme on "Preventive Vigilance, e-Procurement and Key to Good Governance" from June 16-20, 2025 at Leh (Ladakh) - Request for Nominations.

Dear Sir/Madam,

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing residential training program on "Preventive Vigilance, e-Procurement and Key to Good Governance" from June 16-20, 2025 at Leh (Ladakh).

INTRODUCTION

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Sh Anil

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The prime objective of Good Governance is to promote transparency and to create accountability and awareness of vigilance angle among public servants & institutions. In this connection huge efforts have been taken by Central Vigilance Commission in making every Organization, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption.

Further another field in Government (Both State and GOI Departments) and in Public Sector Undertakings wherein huge budgetary allotment i.e. about one third of the annual budget is being spent towards procurement of Goods and Services. Hence a huge sum of public fund is utilized towards such procurement.

In this context, in order to promote transparency, e- procurement system has been mandated in all Government Departments and Public Sector Units, which paves the way for unbiased decision making by providing equal opportunity to all bidders. At the same time the Department/ Organization can obtain value for the money spent in a just manner.

The programme throws light on the concept of E- Procurement and procedure and also on the role of Preventive Vigilance in every Organization, which in other words, is the basis for Key to Good Governance.

OBJECTIVES:

- § The programme aims at exposing participants to the concepts, scope and areas of preventive vigilance in order to understand the preventive vigilance and its measures.
- § To interpret the legal framework/ conduct rules in dealing with the vigilance matter.
- § To promote systemic changes to improve the transparency within their organisation.
- § To enhance competency level of the participants on the concept of e-Procurement and leverage of technology for e-procurement.

CONTENTS:

- . Overview, Definition & Determination of Vigilance Angle
- . Preventive Vigilance & its measures
- . CVC Act 2003 - Role & Functions of CVC & Important CVC instructions
- . Whistle Blower Protection Act 2011
- . Transparency in Public Procurement and execution of contracts

procurement of Goods and Services GFR

Leveraging of Technology like e-procurement (e-GEM)

331/C

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Co-operatives, Corporations, Banks, Financial Institutions and/or Academic and/or Research Institutions.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 65,000 plus GST @ 18% amounting to Rs.76,700/- (Rupees Seventy-Six Thousand Seven Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 50,000/- plus GST @ 18% amounting to Rs. 59,000/- (Rupees Fifty-Nine Thousand Only) per participants. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.

FACULTY AND METHODOLOGY

The methodology would lay emphasis on experiential learning through lectures, case studies, and group based exercises focusing on the conceptual knowledge and current business practices/ issues along with interactive discussions with participants to share their knowledge and experience during the training program.

NPC would impart the required training through experienced expert trainer(s) from NPC along with expert guest speakers from academia and/or industry, having rich practical experience, for the entire duration of the training.

VENUE & DATES

Programme Dates & Venues

June 16-20, 2025 at Leh (Ladakh)

Programme Code

T2526ITS02

Arrival day

330/c
(Check in time from afternoon onwards at Hotel/Resort)

June 16, 2025 Afternoon

Departure day

(Check out time from forenoon onwards at Hotel/Resort)

June 20, 2025 Forenoon

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

REGISTRATION:

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: Sh. Nikhil Panchbhai, Group Head (IT).

PAYMENT DETAILS

Ø Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI

Ø PAN No: AAATN0402F

Ø GSTIN: 07AAATN0402F1Z8

Ø ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch

Ø A/c No. 026501000009207, NEFT/RTGS/IFSC No. IOBA0000265

Ø In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

GENERAL INSTRUCTIONS

- Some Non-residential participants can also be accommodated in the programmes at reduced fees, on specific requests for the same.
- GST as per GOI Rules (presently @ 18%) & may be revised as per GoI guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.
- Please note that NPC would not be in a position to provide accommodation

Before and after the above dates and participants requiring it would be required to do the arrangement of their own.

329/c

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs. 65,000 plus GST @ 18% amounting to Rs.76,700/- (Rupees Seventy-Six Thousand Seven Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 50,000/- plus GST @ 18% amounting to Rs. 59,000/- (Rupees Fifty-Nine Thousand Only) per participants favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

The last date for nominations is 2nd June 2025.

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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

Thanking you and looking forward to receive nominations.

Yours faithfully

सादर/ Regards

निखिल पंचभाई/ Nikhil Panchbhai

निदेशक (आई. टी)/ Director (IT)

राष्ट्रीय उत्पादकता परिषद/ National Productivity Council

(उद्योग संवर्धन और आंतरिक व्यापार विभाग, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अंतर्गत)

(Under Department for Promotion of Industry and Internal Trade, Min. of Commerce & Industry, Govt. of India)

328/c

नई दिल्ली - ११०००३/ New Delhi - 110003

दूरभाष - ०११- २४६०७३२९/ Phone -011-24607321

मोबाइल - ०८३६८३९८४८०/ Mobile -08368398480

Brochure Online:
https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/T2526ITS02457146.pdf[https://mail.mgovcloud.in/zm/reUrlCheck.do?url=https%3A%2F%2Fwww.npcindia.gov.in%2FNPCT%2FUploads%2Ftraining_head%2FHeadquater%2FT2526ITS02457146.pdf&uvid=080112f801227117160e40ed285cccc90c0000f2e79b49a6bcd104046647cb1a2c15466b223e26afbf51ac154fa339dab5e46e9c580364a96d5cbf9144d47e600d4e4f791258362fcd1f54a4ed528cb07ba875a2b4f622e16bcd975a1bc14bb2ad928bc5d966e7e1bfaf8e6c8be5d96805ea99701cfff158721c6ac43aef02489e03776564e363b6365f25d1bf317ed4c041a3c91b7b47e51c6d2ea76b690a7de57e8d58d0b6c8bf35a04e4ee96a2132b6d2ea1169797f1a51e903f4874dd329898c9d7504efb563b9289ba4a42a520c963e413b35945125378fa5507a20a5a39b6c5bc77be040abf9088d56e349867ac7caa6b35fdc83e38592ef614]

Forthcoming Training Programme

S. No.

Title of the training programme

Duration & Date

Venue

Fee Per Participants (excluding 18% GST)

1.

Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR

21-25 Jul, 2025

Munnar

Rs.65,000/- (R)

Rs. 50,000/- (NR)

2.

Good Governance & Transparency through RTI

18-22 Aug, 2025

Ooty

Rs.65,000/- (R)

Rs. 50,000/- (NR)

3.

Digital Transformation through e-Governance

22-26 Sep, 2025

Goa

Rs.70,000/- (R)

Rs. 55,000/- (NR)

4.

Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR

24-28 Nov, 2025

Sri Vijaya Puram

(Port Blair)

Rs.70,000/- (R)

Rs. 55,000/- (NR)

*R- Residential

*NR- Non-Residential

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Regards

O/o The Chief Secretary, Delhi

322/c

Course on Creative and Positive Thinking by ISTM

325/0

From : Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

Mon, Apr 21, 2025 04:10 PM

Subject : Course on Creative and Positive Thinking by ISTM

To : hq@bsi.gov.in

Reply To : ISTM <istm@nic.in>



Handwritten notes: 21/4, 21.04.25, Prady (Secy) with a red checkmark.

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Creative and Positive Thinking

Course Code : CPT-3

Date : 14 Jul 2025 to 15 Jul 2025

Mode : Offline

Handwritten notes: 21/4/25, ss (secy) I, 23/4.

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Moloy Sanyal

Faculty Consultant

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

DS-II (S)

Handwritten signatures and initials: 21/4/25, 25/4/25, and others.

Email

Shri Dharmendra

Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office Management" during June 16-20, 2025 at Gangtok (Sikkim).

From : S PSingh <ab.group@npcindia.gov.in>

Thu, Apr 17, 2025 12:40 PM

Subject : Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office Management" during June 16-20, 2025 at Gangtok (Sikkim).

2 attachments

To : ero65 delhi <ero65.delhi@nic.in>, ElectoralRollOfficer <ero66.delhi@nic.in>, ANILBHATNAGAR AssistantElectoralRollOfficerEROOoChiefElectoralOfficer <ero67.delhi@nic.in>, ac68aero@gmail.com, ero69 delhi <ero69.delhi@nic.in>, M K DWIVEDI <ero70.delhi@nic.in>, ceodelhi hqr <ceodelhi.hqr@gmail.com>, AMITABH KUNDOO <amitabh.kundoo@gov.in>, Shri Dharmendra <csdelhi@nic.in>, angadsodhi sodhi <angadsodhi.sodhi@gmail.com>, Vinay Kumar <vinaykumar.49@gov.in>, catch2vinay@gmail.com, Sanjeev Kumar <prcoa.delhi@delhi.gov.in>, Sanjeev Kumar <prcoa.delhi@nic.in>, gnctd@delhi.gov.in, P. Viswakannan <ccf.gnctd@gov.in>, dmsaddu@gmail.com, amsadduh@gmail.com, principaldducollege@gmail.com, dr jyotsna2015 <dr.jyotsna2015@gmail.com>, MS DCBH, Delhi <msdcbhds.delhi@nic.in>, fmcmdelhi@gmail.com, apmcasadpur@gmail.com, fpemc gazipur <fpemc.gazipur@gmail.com>, apmcsh@yahoo.com, apmcnr@rediffmail.com, apmcnajt12@rediff.com, apmckeshopur2001@gmail.com, directorateofismh@gmail.com, kolik satish <kolik.satish@gmail.com>, dcpcr@hotmail.com, DCHFC Ltd. <support@dchfcdelhi.nic.in>, dpmaids@gmail.com, Chandra Kant Roy <js@derc.gov.in>, Mukesh Verma <dohqfpw.dfire@nic.in>, Pr secretary Health <pshealth@nic.in>, aceenm2@gmail.com, cewpr1 djb <cewpr1.djb@gmail.com>, cewp1c djb <cew1c.djb@gmail.com>, cedrpr2 djb <cedrpr2.djb@gmail.com>



Ref No.: T2526ABG01
Date: 03.04.2025

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, HQ-Delhi is organizing the above-mentioned residential training course during **June 16-20 2025**, at Gangtok with Check-in on **16.06.2025 (AN)** and Check-Out on **20-06-2025(FN)**.

The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments(Central and State Govt.), Academic Institutions, PSUs, Boards, Corporations, Banks, Autonomous Organizations etc. should train their concerned Officers/officials on RTI for effective implementation. The Right to Information Act has got the assent of President on 15th June, 2005, which aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, inter linkages of this Act with other relevant acts and formulate strategies to implement the same within the organization. This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act.

294/C As you know that people are the assets on which competitive advantage is built, whether in public or private sector, so human resource management and the practices associated with it have become accepted by managers in all forms of organisations as one of the most important strategic levers to ensure continuing success. Effective communication, interpersonal relations, conflict resolution, employee performance management, Time and stress management, creating good organizational culture, knowledge management and talent management are some of the core HR skills that all officers/managers must possess in order to contribute maximum to the organizational objectives. Also, a key element in modern HR practices is its alignment of human efforts with the strategy of the organization. Getting best out of human resources under all circumstances is what an organization needs for survival and growth. The programme has been designed to equip the participants about modern HR practices so that they can manage human resources to get maximum productivity from employees.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The numbers of seats are limited and nominations will be accepted on first-cum-first-served basis. The last for receiving of nominations is 06th June, 2025.

Programme

Link: https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/T2526ABG01222131.pdf

Registration

Link:

https://www.npcindia.gov.in/NPC/User/nomination_application?id=MTIzMg==&code=VDI1MjZBQkcwMQ==

Thanking you,

Yours truly,

(S.P. Singh)
Group Head Director
AB Group, NPC, New Delhi

— **Cover Letter.pdf**
518 KB

— **Brochure Training Programme 16-20 june 2025at Ganagtok.pdf**
322 KB



राष्ट्रीय उत्पादकता परिषद्
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इंस्टीट्यूशनल एरिया,
लोदी रोड, नई दिल्ली - 110 003

NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)
Utpadakta Bhavan, 5-6, Institutional Area,
Lodi Road, New Delhi - 110 003



Ref No.: T2526ABG01
Dated: 03.04.2025

Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office Management" during June 16-20, 2025 at Gangtok (Sikkim).

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, HQ-Delhi is organizing the above-mentioned residential training course during **June 16-20 2025, at Gangtok with Check-in on 16.06.2025 (AN) and Check-Out on 20-06-2025(FN).**

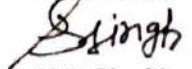
The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments(Central and State Govt.), Academic Institutions, PSUs, Boards, Corporations, Banks, Autonomous Organizations etc. should train their concerned Officers/officials on RTI for effective implementation. The Right to Information Act has got the assent of President on 15th June, 2005, which aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, inter linkages of this Act with other relevant acts and formulate strategies to implement the same within the organization. This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act.

As you know that people are the assets on which competitive advantage is built, whether in the public or private sector, so human resource management and the practices associated with it have become accepted by managers in all forms of organisations as one of the most important strategic levers to ensure continuing success. Effective communication, interpersonal relations, conflict resolution, employee performance management, Time and stress management, creating good organizational culture, knowledge management and talent management are some of the core HR skills that all officers/managers must possess in order to contribute maximum to the organizational objectives. Also, a key element in modern HR practices is its alignment of human efforts with the strategy of the organization. Getting best out of human resources under all circumstances is what an organization needs for survival and growth. The programme has been designed to equip the participants about modern HR practices so that they can manage human resources to get maximum productivity from employees.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The numbers of seats are limited and nominations will be accepted on first-cum-first-served basis. The last for receiving of nominations is 06th June, 2025.

Thanking you,

Yours truly,


(S.P.Singh)

Group Head & Director
AB Group, NPC, New Delhi

3221C

Email

Shri Dharmendra

Nomination for Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" at Srinagar (Jammu and Kashmir) during 26-30th May 2025

From : Ashok Kumar <ashok.kumar@npcindia.gov.in>

Thu, Apr 17, 2025 01:36 PM

Subject : Nomination for Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" at Srinagar (Jammu and Kashmir) during 26-30th May 2025

To : Company Secretary MCL <cs.mcl@nic.in>



आदरणीय महोदय/ महोदया, Dear Sir/Madam

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry) is organizing "Residential Training Programme on Improving Leadership, Managerial and Administrative Skills-at Srinagar, Jammu & Kashmir during 26-30th May 2025."

As you are aware that managing an organization and improving its performance on continuous basis requires efficient and effective Leaders, Managers and Administrators especially in today's complex work environment and highly competitive scenario.

The programme has been designed keeping in view that Government, Public Sector and Private organizations must train their officers/managers to develop requisite leadership, managerial and administrative skills so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives Also, high customer expectations and global economy has posed numerous challenges for the organizations to improve their image and performance.

This training programme will help the participants to develop effective leadership, managerial and administrative qualities by understanding the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve performance of the organization.

A brochure containing detailed information about the programme is enclosed. You are requested to nominate officers from your organization to participate in this programme. The programme is residential, and fee is inclusive of board and lodge. The number of seats are limited and nominations will be accepted on first-cum-first serve basis.

Registration Link :

https://www.npcindia.gov.in/NPC/User/nomination_application?id=MTIyOA==&code=VDI1MjZDSEQwMQ==

सादर / Regards,

अशोक कुमार / Ashok Kumar

प्रभारी- क्षेत्रीय निदेशक / In-Charge Regional Director

राष्ट्रीय उत्पादकता परिषद / NATIONAL PRODUCTIVITY COUNCIL

वाणिज्य और उद्योग मंत्रालय, भारत सरकार के अधीन / Under Ministry of Commerce & Industry, Govt. of India

एनसीडीसी भवन, सेक्टर 14, पंचकुला हरियाणा-134113/ NCDC Building, Sector 14, Panchkula (Haryana)

मोबाइल / Mobile: +91 9888481938

वेबसाइट / Website: <http://www.npcindia.gov.in>

17.4.25
Pr. Secy. (Secy.)

— Training programme on Improving Leadership, Managerial and Administrative Skills.pdf
337 KB

Handwritten signatures and initials: ss (Secy.), DS-IP(C), 23/4/25, 30/04/25, 1/1