

No. Tr-11/2/2023-Training
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg,
New Delhi-110 001

Dated: 26.06.2024

To,
All Head of Circles

Sub: NPC Residential Training Programme on “**Managerial Leadership & Team Building**” from 15th July to 19th July 2024 at Dharamshala (Himachal Pradesh).

With reference to the subject cited above, I am directed to forward herewith National Productivity Council's no. IE/GN/T12/522/24-25/I dated 16.05.2024.

2. In this regard, it is requested to send one nomination of Postmaster to whom the training on “Managerial Leadership & Team Building” would be beneficial.

3 Interested officials must submit reasons for considering them suitable to attend the training program. Additionally, they must outline how the training is expected to assist and strengthen them in discharging their duties and how it will contribute to the overall organizational goals. Further an online interview will be done by competent authority at Directorate, for final selection.

4. It is requested that any nominations from your office for the programme be sent to the Training Division, Postal Directorate, duly recommended, not later than 01.07.2024. It is also mentioned that officials nominated by the Circles should not be deputed for the said training until a communication in this regard is received from the Training Division, Dak Bhawan.

This has the approval of the Competent Authority.


(Shishupal Singh)

Assistant Director, Training

Encl. National Productivity Council no. IE/GN/T12/522/24-25/I dated 16.05.2024, Format for Nomination and Evaluation for Capacity Building Program and Brochure.

Copy to: CEPT, Mysore for publishing the letter on the website of Department of Posts.

Format for Nomination and Evaluation for Capacity Building Program:

Part A: To be filled by Nominated Staff

1. Personal Information:

- **Name:**
- **Designation:**
- **Department/Division:**
- **Contact Number:**
- **Email Address:**

2. Professional Background:

- **Years of Experience in Procurement/Contract Management:**
- **Previous Training/Workshops Attended (Related to Procurement/Contract Management):**
- **Brief Description of Current Role and Responsibilities:**

3. Relevance of the Training Program:

- **Have you attended similar training programs before? If so, when? How did you translate the insights?**
- **How will this training benefit your current role?**
- **Specific skills or knowledge you aim to acquire from the program:**

4. Commitment:

- **Availability to attend the full duration of the program (July 10-12, 2024, in Goa):**
- **Agreement to Participate in Pre- and Post-Program Assessments/Interviews:**

5. Endorsement:

- **Signature:**
- **Date:**

Part B: To be filled by Divisional Heads

1. Relevance of Training Program:

- **Justification for Nominating the Staff:**
- **Expected Impact on the Department/Division:**

2. Endorsement by Divisional or Regional or Circle Head (As per the place of posting) along with cogent reasons :

- **Name:**
- **Designation:**
- **Signature:**
- **Date:**

3. Recommendation of HOC along with cogent reasons:



Training Division Directorate <trgdte@gmail.com>

Fwd: NPC Training Programs on "Managerial Leadership & Team Building" from 15th to 19th July 2024 at Dharamshala (Himachal Pradesh).

1 message

DDG Training <ddgtraining@indiapost.gov.in>
To: trgdte <trgdte@gmail.com>

Fri, May 17, 2024 at 9:36 AM

From: "Member Personnel" <memberp@indiapost.gov.in>
To: "DDG Training" <ddgtraining@indiapost.gov.in>
Sent: Thursday, May 16, 2024 5:24:52 PM
Subject: Fwd: NPC Training Programs on "Managerial Leadership & Team Building" from 15th to 19th July 2024 at Dharamshala (Himachal Pradesh).

From: "Vikas Meena" <vikas.meena@npcindia.gov.in>
To: "Member Personnel" <memberp@indiapost.gov.in>
Sent: Thursday, May 16, 2024 5:22:02 PM
Subject: NPC Training Programs on "Managerial Leadership & Team Building" from 15th to 19th July 2024 at Dharamshala (Himachal Pradesh).**NATIONAL PRODUCTIVITY COUNCIL**

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

www.npcindia.gov.in

No: IE/GN/T12/522/24-25/I

Dear Sir/Madam,

Greetings from the National Productivity Council of India (NPC)!

NPC is an autonomous body set up by the Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. NPC is pleased to announce its Residential Training Programs on "**Managerial Leadership & Team Building**" from 15th to 19th July 2024 at Dharamshala (Himachal Pradesh).

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 the above in view,

the training program aims to provide insight to the participants about various requisite behavioral, technical/digital skills, tools, and techniques for secretarial effectiveness for delivering a better quality of work.

This training program has been designed for participants across all levels, working in Ministries, Central, and state Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions, etc.

The Programme fee of ₹ 60,000 /- + 18% GST for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the program, course material kit and professional charges, etc., or ₹ 44,000 /- + 18% GST for non-residential participants is inclusive of lunch, course material kit, and professional charges.

The program's aims, coverage, participant profile, methodology, professors, dates, location, participation cost, and registration process are all fully described in the [brochure](#).

We are sure that you will take advantage of this and nominate a few officials from your organization. The detailed brochure is also available at www.npcindia.gov.in. Kindly feel free to call us on 8866943946 or mail at vikas.meena@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and early response.

Thanking you,

Yours Sincerely,



सादर / Thanks & Regards,
विकास मीणा / Vikas Meena
उप निदेशक / Deputy Director
कृते क्षेत्रीय निदेशक / For Regional Director
राष्ट्रीय उत्पादकता परिषद् / National Productivity Council
(Under Department for Promotion of Industry and Internal Trade,
Ministry of Commerce & Industry, Government of India)
E-5 जी आई डी सी इलेक्ट्रॉनिक एस्टेट, गाँधीनगर, गुजरात 382-028 /
E-5 GIDC Electronic Estate Gandhinagar, Gujarat 382028,
भारत गणराज्य / Republic of India.
मोबाइल / Mobile: +91 88669 43946, इ मेल /

Email: vikas.meena@npcindia.gov.in, वेबसाइट / Website: www.npcindia.gov.in

**We are pleased to announce the following New Batches of
Residential Training Programs**

**ANNUAL CALENDAR OF RESIDENTIAL
TRAINING PROGRAMMES (2024-25)**

You can send your nominations on email: vikas.meena@npcindia.gov.in

Sr. No.	Title of Programme (Click here to download Program Brochure)	Date	Levels	Location	Programme Fee (Excluding GST) in Rs. (Residential)	Programme Fee (Excluding GST) in Rs. (Non-Residential)
1	Smart Power Point Presentation, Noting & Drafting	10/06/24 to 14/06/24	All Levels	Leh	₹ 60,000.00	₹ 44,000.00
2	Retirement Empowerment Training: Impactful Readiness for Employees - Uplifting Programme (RETIRE-UP)	24/06/24 to 28/06/24	All Levels	Srinagar	₹ 60,000.00	₹ 44,000.00
3	Managerial Leadership & Team Building	15/07/24 to 19/07/24	All Levels	Dharamshala (Himachal Pradesh)	₹ 60,000.00	₹ 44,000.00
4	Negotiation & Conflict Resolution Strategies	19/08/24 to 23/08/24	All Levels	Goa	₹ 60,000.00	₹ 44,000.00
5	Productivity Improvement through Team Building and Effective Communication	09/09/24 to 13/09/24	All Levels	Udaipur	₹ 60,000.00	₹ 44,000.00
6	Finance & Accounts	18/11/24 to 22/11/24	All Levels	Goa	₹ 60,000.00	₹ 44,000.00
7	Digital Transformation through E-Governance	16/12/24 to 20/12/24	All Levels	Goa	₹ 60,000.00	₹ 44,000.00

	& ICT					
8	Systematic Problem Solving, Conflict resolution and change Management	06/01/25 to 10/01/25	All Levels	Udaipur	₹ 60,000.00	₹ 44,000.00
9	Advance Course on Modern Office and Productivity Management	03/02/25 to 07/02/25	All Levels	Goa	₹ 60,000.00	₹ 44,000.00
10	Work-life Balance & Stress Management	04/03/25 to 08/03/25	All Levels	Portblair	₹ 60,000.00	₹ 44,000.00

Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD)

- **ECS Payment Details:** State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC
- Limited seats available on a first-come first-served basis.

You can also describe training requirements of your organization by emailing us on
vikas.meena@npcindia.gov.in



APPLICATION FORM FOR NOMINATIONS

Title of Programme: _____

Programme Duration: _____ Venue/ Location: _____

Select Participation on Residential Basis / Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No. & Email ID	Participant Organisation Address (Kindly provide full address of correspondence)
1				
2				
3				
4				
5				
6				
7				
8				

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Nominating Authority Organization Address (kindly provide full address of correspondence)

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SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

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As per GST 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, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.
- **Select, if Organization is GST Exempted Yes/No**

For Organisation who are Not Exempted and having GST registration GST No.

Kindly provide the GST number of organisation on which GST Invoice to be raised _____

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

*** I certify that the above information is correct**

Signature: _____ Date: _____ Place: _____



National Productivity Council



Training Programme on Managerial Leadership & Team Building

PROGRAMME CODE: (T2425GNR03)

15th to 19th July 2024

DHARAMSHALA

(Himachal Pradesh)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

In today's dynamic business environment, effective managerial leadership and strong team dynamics are crucial for organizational success. "Elevate: Leading with Purpose, Empowering Teams" is a comprehensive training program designed to equip managers with the necessary skills and mindset to lead with purpose, inspire their teams, and drive exceptional performance. There has been significant debate as to the styles and characteristics of leadership that engender optimal team performance. Similarly, the constituents of teams that are remarkably effective have been studied and emulated. Obviously, leadership and teamwork cannot exist without each other. They have to be balanced, coordinated, and synergized for optimal organizational performance towards successful outcomes.

This programme has been designed to Explore and propose the best practices that would enable an optimal balancing of leadership and teamwork towards successful outcomes in a competitive environment. Further, the programme will help participants identify their own leadership styles and develop a paradigm for them to achieve performance requirements.

3. LEARNING OBJECTIVES

- To provide an understanding on the concept of “Managerial Leadership & Team Building”.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training.

- Develop & Design Leadership Style for individual effectiveness.
- Describe several different leadership styles and their likely influence.
- Drive Team Performance using Situational Leadership Model.
- Define teamwork and explain how to overcome various challenges to group success.
- Leading Through Change and Continuous Improvement
- Understanding Team Dynamics and Group Behavior
- Case studies and panel discussions.

5. METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Central and State PSUs, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, Corporations, Universities, Academic Institutions, Labor Unions/Associations.

7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	T2425GNR03	
Program Venue	Dharmashala, Himachal Pradesh	
Programme Fee	Residential Participants ₹ 60,000/- + 18% GST	Non-Residential Participants ₹ 44,000 /- + 18% GST
For Residential Participants	Check-in at hotel - 15th July 2024 (12:00 PM) Check-out from Hotel - 19th July 2024 (09:00 AM)	

9. PAYMENT DETAILS

- **ECS Payment Details:** State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 24AAATN0402F1Z

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, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

10. HOW TO APPLY

➤ *Nominations may be sent to the following address/email:*

Training Program Coordinator:

Vikas Meena, Deputy Director,
Mob: 8866943946, Email: vikas.meena@npcindia.gov.in

Address:

National Productivity Council
Regional Directorate, Gandhinagar
E-5, GIDC Electronic Estate, Sec 26 GIDC,
Gandhinagar, Gujarat – 382 028

➤ *Last date for Receiving of nominations: Two weeks before the program's scheduled date or until all seats are filled.*



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: _____

Programme Code: _____

Programme Duration: _____

Venue/ Location: _____

Select Participation on Residential Basis

OR Non-Residential Basis

Details of Nominated Participants:

Table with 6 columns: S. No., Name of Delegate, Designation, Mobile No., Email ID, Participant Organisation Address (kindly provide full address of correspondence). Rows 1-5.

Details of Nominating Authority:

Table with 6 columns: S. No., Name of Nominating Authority, Designation, Mobile No., Email ID, Nominating Authority Organization Address (kindly provide full address of correspondence). Row 1.

Select, if Organization is GST Exempted OR Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST 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, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

* I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. (Optional) _____
Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

10. GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s).
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program.
- The fee once deposited is non-refundable, however, substitutions are allowed.
- In the event of unforeseen circumstances leading to the cancellation of the training program, NPC shall not be responsible for any associated charges.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program. NPC shall not be held liable for personal expenses, including but not limited to portage, theft, accidents, health expenses, etc.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- Early check-in and late check-out are subject to the availability at hotel. Hotels are subject to change based on availability.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.