

તલમ-૧૦-૨૦૨૧-૩૬૨-વસુતાપ્ર-૩

સામાન્ય વહીવટ વિભાગ,

સચિવાલય, ગાંધીનગર

તારીખ: ૧૦.૦૬.૨૦૨૧

પ્રતિ,

અધિક મુખ્ય સચિવશ્રી/સચિવશ્રી/અગ્ર સચિવશ્રી

સચિવાલયનાં સર્વે વિભાગો,

ગુજરાત રાજ્ય.

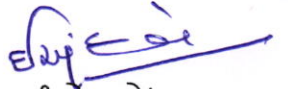
વિષય: નેશનલ પ્રોડક્ટીવીટી કાઉન્સિલ ઓફ ઈન્ડિયા(NPC) દ્વારા આયોજિત ઓનલાઈન ટ્રેનિંગ પ્રોગ્રામ બાબતે.

સંદર્ભ: નેશનલ પ્રોડક્ટીવીટી કાઉન્સિલ ઓફ ઈન્ડિયા(NPC), મિનીસ્ટ્રી ઓફ કોમર્સ એન્ડ ઈન્ડસ્ટ્રી(ભા.સ.)નો તા: ૦૪-૦૬-૨૦૨૧નો પત્ર.

શ્રીમાન,

ઉપરોક્ત વિષય પરત્વે આજ્ઞાનુસાર જણાવવાનું કે, સંદર્ભદર્શિત પત્ર દ્વારા નેશનલ પ્રોડક્ટીવીટી કાઉન્સિલ ઓફ ઈન્ડિયા(NPC)એ વિવિધ વિષયો પર ઓનલાઈન તાલીમ કાર્યક્રમનું આયોજન જૂન અને જુલાઈ, ૨૦૨૧ દરમિયાન કરેલ છે. જેની વિગતો આ સાથે સામેલ છે. આ તાલીમમાં ભાગ લેવા માટે યોગ્ય કાર્યવાહી હાથ ધરવા વિનંતી છે.

આપનો વિશ્વાસુ

  
(આઈ.એ. દવે)

ઉપસચિવ

સામાન્ય વહીવટ વિભાગ

ગુજરાત સરકાર

Reply all | Delete | Junk | ...



## Fw: On line Training Programme-Request for Nominations



N P. Lavingiya(GoG-GAD Dept.)

Fri 6/4, 5:28 PM

I.A. Dave; Kunal H. Upadhyay(GoG-GAD Dept) ✕

Reply all | ...

Inbox

Enterprise Vault



Kindly see the attachment

N. P. Lavingiya  
Additional Secretary (NRI)  
General Administration Department  
Government of Gujarat  
Phone : 079-23250474

---

**From:** Dhananjay Dwivedi IAS(GoG-GAD Dept)  
**Sent:** Friday, June 4, 2021 5:05 PM  
**To:** N P. Lavingiya(GoG-GAD Dept.)  
**Subject:** Fw: On line Training Programme-Request for Nominations

**Dhananjay Dwivedi, IAS**  
Secretary (ARTD & NRI),  
General Administration Department,  
Government of Gujarat,  
Block no. 7, 3rd floor, Sachivalaya,  
Gandhinagar - 382010, Gujarat.

Phone (O) : 079-23250333

Fax (O) : 079-23257430





**From:** Vidhu Jindal <vidhu.jindal@npcindia.gov.in>  
**Sent:** Friday, June 4, 2021 1:21 AM  
**To:** Dhananjay Dwivedi IAS(GoG-GAD Dept)  
**Subject:** On line Training Programme-Request for Nominations

\*\*\*\*\* This mail is from external domain, i.e. not from gujarat.gov.in domain.

**Dear Sir/Madam,**

Wish you health & peace of mind in this trying time!

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Human Resources Management, Industrial Engineering, Agri-Business, Economic Services, Quality Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government, Public and Private sector organisations. NPC is a constituent of the Tokyo-based Asian Productivity Organisation (APO), an Inter-Governmental Body of which the Government of India is a founding member.

**Online Training- a paradigm shift**

The ongoing pandemic crisis has created unexampled restrictions on social engagements and mass-transits. However, we believe that learning and development should be remained unhindered, only new media may be required. NPC, in its pursuit of promoting productivity in India, has taken cognisance of the limitations being inflicted upon and deployed novel ways of imparting trainings. NPC has resorted to live online trainings/webinars, webcasts, e-learning to promote contactless and transit-free learning and development in tandem with our unrelenting efforts to defeat COVID19.

HRM Group at NPC is delighted to inform you that following live online training programmes are being organised wherein NPC experts and renowned speakers shall be sharing their wisdom and experience:

Sr. No.	Topic for the training	Coverage and topics	Date & Time	Participation Fee in Rs. (including GST)
---------	------------------------	---------------------	-------------	--

				(Including GST)
1.	<b>Stress Management</b>  <b>Registration link:</b> <a href="https://tinyurl.com/yx9prgon">https://tinyurl.com/yx9prgon</a>	<ul style="list-style-type: none"> <li>❖ Stress Introduction</li> <li>❖ Causes of stress in detail</li> <li>❖ Self-development to reduce stress</li> <li>❖ Stress Mx in view of personality</li> <li>❖ Time management</li> <li>❖ Conflict Resolution at workplace</li> <li>❖ Activities and Q&amp;A</li> </ul>	<b>16-17 June'21</b>  <b>Day-1:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)  <b>Day-2:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)	2950/-
2.	<b>HR Audit</b>  <b>Registration link:</b> <a href="https://tinyurl.com/y3jlo6u">https://tinyurl.com/y3jlo6u</a>	<ul style="list-style-type: none"> <li>❖ Background and Evolution of HR function</li> <li>❖ Introduction to HRAudit</li> <li>❖ Why do organizations need to conduct HRAudit?</li> <li>❖ Purpose &amp; nature of HRAudit</li> <li>❖ Six step approach in conducting HRAudit</li> <li>❖ Methodology &amp; tools</li> <li>❖ When &amp; who to conduct HRAudit</li> <li>❖ Benefits of HRAudit to organization</li> </ul>	<b>22nd June'21</b>  <b>Day-1:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)	1475/-
3.	<b>New Labour Codes, 2020</b>  <b>Registration link:</b> <a href="https://tinyurl.com/y6fjw5z">https://tinyurl.com/y6fjw5z</a>	<ul style="list-style-type: none"> <li>❖ Background &amp; introduction to New labour codes</li> <li>❖ Code on Wages &amp; Industrial Relations</li> <li>❖ Occupational Safety, Health and Working Conditions Code</li> <li>❖ Social Security Code.</li> <li>❖ Talk on Key reforms vide New Labour codes</li> </ul>	<b>24-25 June'21</b>  <b>Day-1:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)  <b>Day-2:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)	5900/-

			(including GST)	
4.	<p><b>Contract Labour Management</b></p> <p><b>Registration link:</b>  <a href="https://tinyurl.com/yyw4nkn1">https://tinyurl.com/yyw4nkn1</a></p>	<p><b>Labour</b></p> <ul style="list-style-type: none"> <li>❖ Introduction to Contract labour management in India (with comparative insights from within India, and China &amp; USA)</li> <li>❖ Relevant Labour laws (now codes), court judgments and policy on Contract labour- with undergoing reforms/ changes and their implications</li> <li>❖ Case Studies &amp; Best Practices on Contract labour management</li> <li>❖ Ensuring legitimate dues of Contract workers, SOP &amp; Conclusion</li> </ul>	<p><b>29-30 June'21</b></p> <p><b>Day-1:</b>                      (1<sup>st</sup> Session                      14:00-15:30                      ----recess----                      (2<sup>nd</sup> Session                      15:45-17:15)</p> <p><b>Day-2:</b>                      (1<sup>st</sup> Session                      14:00-15:30                      ----recess----                      (2<sup>nd</sup> Session                      15:45-17:15)</p>	5900/-
5.	<p><b>Service Regulations</b></p> <p><b>Registration link:</b>  <a href="https://tinyurl.com/yxhszofm">https://tinyurl.com/yxhszofm</a></p>	<ul style="list-style-type: none"> <li>❖ Fundamental Rules</li> <li>❖ Central Civil Services (Classification, Control and Appeal) Rules</li> <li>❖ Central Civil Services (Pension) Rules,</li> <li>❖ Central Civil Services (Commutation of Pension) Rules, Defined Contribution Pension Scheme</li> <li>❖ Travelling Allowances</li> <li>❖ Rules as contained in the Supplementary Rules, Central Civil Services (Joining Time) Rules,</li> <li>❖ Central Civil Services (LTC) Rules,</li> <li>❖ General Provident Fund (central Services) Rules Central Civil Services (Medical Attendance) Rules</li> </ul>	<p><b>03-04 July'21</b></p> <p><b>Day-1:</b>                      (1<sup>st</sup> Session                      14:00-15:30                      ----recess----                      (2<sup>nd</sup> Session                      15:45-17:15)</p> <p><b>Day-2:</b>                      (1<sup>st</sup> Session                      14:00-15:30                      ----recess----                      (2<sup>nd</sup> Session                      15:45-17:15)</p>	8260/-

				(including GST)
6.	<b>Right to Information Act, 2005</b>  <b>Registration link:</b> <a href="https://tinyurl.com/y3z6dn2r">https://tinyurl.com/y3z6dn2r</a>	<ul style="list-style-type: none"> <li>❖ Objectives of RTI Act 2005</li> <li>❖ Definition of Information</li> <li>❖ Empowerment and Privileges of Citizen under this Act</li> <li>❖ Role of Public Authorities under RTI Act 2005</li> <li>❖ Role and Functions of Central Assistant Public Information Officer</li> <li>❖ Role and Responsibilities of Central Public Information Officer</li> </ul>	<b>08-09 July'21</b>  <b>Day-1:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)  <b>Day-2:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)	4956/-
7.	<b>Safeguards in Procurement, Tendering &amp; Contracting</b>  <b>Registration link:</b> <a href="https://tinyurl.com/y3trjkag">https://tinyurl.com/y3trjkag</a>	<ul style="list-style-type: none"> <li>❖ Safeguards in Public Procurement</li> <li>❖ Safeguards in Framing of Technical specifications &amp; Qualification Criteria</li> <li>❖ Safeguards in selecting Modes of Procurement</li> <li>❖ Safeguards in Preparation of Bidding Documents</li> <li>❖ Safeguards in Contract Management</li> <li>❖ Safeguards in Single Responsive Bid &amp; procurement through GeM</li> <li>❖ Case studies, discussion and Q&amp;A</li> </ul>	<b>14-15 July'21</b>  <b>Day-1:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)  <b>Day-2:</b> (1 <sup>st</sup> Session 14:00-15:30 ----recess---- (2 <sup>nd</sup> Session 15:45-17:15)	8260/-

			(Including GST)
8.	<b>'EQ:IQ - Be Your Own Hero'</b>	<p>The program 'EQ:IQ - Be Your Own Hero', is contextually a very relevant workshop in which we bring together the <b>Dreaded Drama Triangle (DDT)</b> and the emotional roles of <b>Victim, Villain &amp; Hero</b>. This LIFE workshop looks at the dreaded drama triangle in the COVID situational context. This is contextualized to explore how it can help people leaders and other employees, in dealing with COVID/situational anxieties and how to help them overcome those while preparing to deal with the new normal when faced with interim and long-term challenges.</p> <p>This is a 150-180 minute engaging session for an optimal group size upto 25 participants conducted in the backdrop of a classic Hollywood RomCom and the participants explore their own emotional-role journey through the DDT and learn how to escape the drama triangle into TED<sup>x</sup> -<b>The Empowerment Dynamic</b>.</p>	On-demand Ask for quotation
9.	<b>Induction Training / On-job training</b>	Can be designed as per the requirement of the organisation.	On-demand Ask for quotation
10.	<b>Training preceding promotional exam</b>	Can be designed as per the requirement of the organisation followed by remote-proctored exam.	On-demand Ask for quotation

PI visit our website <https://www.npcindia.gov.in/NPC/User/webinarpage> for more details.

**Target Group**

The program has been designed to provide comprehensive input to the 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, MNCs and Private Sector, Universities, Academic Institutions etc.



1505 JUL 11

Reply all | Delete | Junk | ...

The training programme shall be done live via videoconferencing using webex platform. The training sessions will primarily be lecture based along with interactive discussions, case studies, problem solving, comparative study and Q&A. The lectures will be accompanied by structured PowerPoint presentation, videos, case materials and reading materials, if required. NPC faculty(ies) and distinguished experts from the relevant field will conduct the programme.

### Payment Details

Participation Fees for participant(s) for any programme may be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI. The payment can also be made online (NEFT/RTGS/IMPS) as per the following details:

**Bank Name:** Indian Overseas Bank,  
**Branch:** 70 Golf Link, New Delhi,  
**Bank Account No:** 026501000009207,  
**IFSC:** IOBA0000265,  
**PAN No:** AAATN0402F  
**GST No:** 07AAATN0402F1Z8

The payment details comprising UTR number, date, amount etc. should be informed to the undersigned well in advance.

### Nominations

- Individual participants, who want to participate in these programmes may enrol themselves by sending email/letter addressing to the undersigned mentioning name, mobile number, e-mail ID, designation (optional), office name & address (optional) and payment details or may register online by clicking the registration link provided above with each programme followed by payment of fee.
- Participants sponsored by organisations: Organisations can nominate their employees by writing an email/letter addressing to the undersigned and providing participants' name, designation, office name & address, mobile number & e-mail ID. Kindly also provide GSTIN of your organisation, if applicable, at the time of nomination. Please note that participation fee is to be paid at the time of nomination only. They can pay as per the details provided in the payment section of this brochure. Alternatively, they may register online by clicking the registration link provided above with each programme followed by payment of fee for each participant.
- Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall not be refunded or adjusted.
- Limited seats are available for the training programme(s) and hence the nominations will be accepted on first-cum-first-serve basis. Organisations are kindly requested to seek confirmation about availability before nominating. Organizations who nominate more than 10 participants will receive 20% discount.
- The cut-off time for accepting nominations is 24 hours prior to the scheduled time of the training programme.

### How to attend

Link for registration & VC and guidelines will be sent to all the confirmed participants on the last day before the scheduled date. The links will be non-transferable and intended only for one-time use by the recipients. Participants



11 JUN 2021

Reply all | Delete | Junk | ...


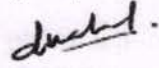


their specific questions in advance through e-mail for optimum utilisation of available time or drop it in chat/Q&A section during the session. A technical coordinator will be available round the clock to facilitate the smooth conduct of the sessions.

**The attendees will be provided e-Certificate towards participation.**

You are requested to kindly nominate employees of your esteem organisation for the above-mentioned training programme(s) at the earliest and draw maximum benefit from the opportunity.

Thanks & Best Regards,

D. K. Rahul  
Deputy Director (HRM Group)  
National Productivity Council,  
(Under Ministry of Commerce & Industry, Govt. of India),  
Lodi Road, New Delhi – 110003  
Mob. - 9971468180

For nomination & other queries, kindly contact Ms. Vidhu Jindal, SO(HRM) on Mobile: +91-9899307114, Phone:- 011-24607305 and email- [vidhu.jindal@npcindia.gov.in](mailto:vidhu.jindal@npcindia.gov.in)