

NPC e-Training Programme on Water Audit, RTI, GEM and Soft Skills

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its **Calendar of e-Training Programme 2021** & offer following online e-Training Programme during **March 2021**

2 day e-Training Programme on **"Public Procurement, e-Procurement & GEM"** during **March 17-18, 2021**

2 day e-Training Programme on **"Water Audit, Water Conservation & Management Techniques"** during **March 22-23, 2021**

2 day e-Training Programme on **"Developing Interpersonal Skills for Administrative Staff"** during **March 25-26, 2021**

2 day e-Training Programme on **"Right to Information Act: 2005"** during **April 5-6, 2021**

(details of brochure is annexed)

NPC has designed a condensed e-training programme on various topics to enhance the knowledge and competence levels of the government, public and private sector officials. The programme aims at facilitating the participants to acquire competencies considered necessary for handling various issues effectively and efficiently. The programme also enlightens participants on related aspects for organizational transparency and accountability.

The programme is designed for officials working across different functional areas in the organization. Customized programme also available for organization on above topics on mutually convenient date.

The participation fee is Rs.4900/- + 18% GST (Rs. Four Thousand Nine Hundred + 18% GST) per participant inclusive of programme material and professional charges for 2 day programme and Rs.6900/- + 18% GST (Rs. Six Thousand Nine Hundred + 18% GST) for 3 days training programme

The brochure with programme objectives, coverage, methodology, faculty, dates, venue, and financial implication is enclosed for your kind perusal. Kindly feel free to call us at **0141-2703573, 2702935, 9414387196** or email us at jaipur@npcindia.gov.in for nominations or any further clarification. We look forward to an early response.

Thanking you

Yours Sincerely
(Mukesh Singh)
Director

For unsubscribe please reply with unsubscribe on subject

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

Calendar of e-Training Programme March 21 - May 2021

No.	Programme	Dates	Fee (R)	PDF
1	Public Procurement:, e-Procurement & GEM	March 17-18, 2021	Rs. 4900/-+ GST Rs. 2900/- + GST for MSME	
2	Water Audit, Water Conservation & Management Techniques	March 22-23, 2021	Rs. 3900/-+ GST Rs. 2900/-+ GST for MSME	
3	Developing Soft Skills for Administrative Staff	March 25-26, 2021	Rs. 4900/-+ GST Rs. 2900/-+ GST for MSME	
4	Developing Managerial & Supervisory Skills	March 24-25, 2021	Rs. 4900/-+ GST Rs. 2900/-+ GST for MSME	
5	Right to Information Act 2005	April 5-6, 2021	Rs. 5900/-+ GST Rs.3900/- + GST for MSME	
6	Vigilance & Disciplinary Proceedings: Insights to Role of IO/PIO	April 7-9, 2021	Rs. 7900/-+ GST	
7	Public Procurement: e-Procurement & GEM	April 12-13, 2021	Rs. 5900/-+ GST Rs. 3900/- + GST for MSME	
8	Tendering Process & Contract Management	April 15-16, 2021	Rs. 5900/-+ GST Rs. 3900/- + GST for MSME	
9	Enhancing Secretarial Effectiveness	April 19-20, 2021	Rs. 5900/-+ GST Rs. 3900/- + GST for MSME	
10	Public Finance Management System	April 22-23, 2021	Rs. 5900/-+ GST Rs. 3900/- + GST for MSME	
11	Developing Soft Skills for Administrative Staff	April 26-27, 2021	Rs. 5900/-+ GST Rs. 3900/-+ GST for MSME	
12	Creative Problem Solving through Lateral Thinking	April 28-29, 2021	Rs. 5900/-+ GST Rs. 3900/- + GST for MSME	
13	Public Procurement: e-Procurement & GEM	May 3-4, 2021	Rs. 5900/-+ GST Rs. 3900/- + GST for MSME	

14	Right to Information Act 2005	May 5-6, 2021	Rs. 5900/-+ GST Rs.3900/- + GST for MSME
15	Office Procedures: Insight to Noting & Drafting	May 10-12, 2021	Rs. 7900/-+ GST Rs. 4900/- + GST for MSME
16	Reservation Rules in Services for SC/ST/OBC/EWS	May 17-19, 2021	Rs. 7900/-+ GST
17	Preventive Vigilance	May 20-21, 2-21	Rs. 5900/-+ GST
18	Expenditure, Advance & Transfer Module (EAT – PFMS)	May 24-25, 2021	Rs. 5900/-+ GST
19	5S & TPM	May 26-27, 2021	Rs. 5900/-+ GST
20	Establishment Rule in Service	June 3-4, 2021	Rs. 5900/-+ GST

- * The detailed brochure is available on www.npcindia.gov.in or would be available 10-12 weeks before commencement of the programme on request through mail.
- * The duration of the programme would be 3.00 hrs. per day including break in between. The Training Programme would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants. Registration link would be sent to nominated participants 1-2 days before the scheduled session. Soft copy of presentation material will be provided to the participants before/after the session as needed. Participants will be provided requisite technical support for connecting through the Cisco Webex platform
- * **Customised Training Module** at company premises/ neutral venue can be organised on above topics for 15-20 participants per batch on mutually agreed dates, financial implications and terms and conditions.
- * Fee is exclusive of GST and GST will be added as per applicable on fee; at present @ 18%.
- * Fee is to be paid by **DD/ Cheque/ECS** in the name of "**National Productivity Council**" **New Delhi or through ECS**
- * **Bank Name: Indian Overseas Bank, 70 Golf Link, New Delhi, Bank Account No.: 026501000009207, IFCS/RTGS/NEFT Code: IOB-A0000265, MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B GST No.: 08AAATN0402F1Z6**

Let us know your tentative requirements to help us serve you better.

For details please contact

[Programme Director](#)

NATIONAL PRODUCTIVITY COUNCIL

SB-96, J.L.N.Marg, Bapu Nagar, JAIPUR 302004

Phone: 0141-2702935, 0141-2703573, Fax: 0141-2703573

e-mail: jaipur@npcindia.gov.in, Web: www.npcindia.gov.in

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NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

e-Training Capacity Building Programme on

Water Audit, Water Conservation and Management Technique

March 22-23, 2021 through CISCO WebEx Time 14.00- 17.00 Hrs

Introduction:

Water is vital for human life; the judicious use of water could save millennium of life. Two half days online programme will be focus on water audit which is tool that could improve water consumption at user's level. It would also guide appropriations of amount of water consumed /wasted or polluted and it can conserve for sustainable use. The course will also look at dimensions of recent water conservation initiatives and policy guidelines.

The NPC is also notified water auditor agency by Central Ground Water Authority of India to conduct industrial water audit at industrial water use. Hence, programme has been designed to equip Industries/ PHED/ institutes/ organization/ agriculturalist aware in identifying their water conservation pattern, water saving potentials, and thereby to reduce the water consumption thorough adequate planning.

Focus:

- Water consumption and wastewater generation pattern
- Specific water use and conservation
- Water audit for water saving opportunities
- Developed your Water Management Plan

Learning

- Need Assessment of Water audit
- Mandatory Clauses
- Water Balance
- Adoption of water conservation methods at user's level.

Target Group:

Central and State government, Industries units (Large, Medium and Small), Municipal Corporations, Irrigation PHED/ Urban Development Authority/ Developers/ Railway/ Hotels/ Institutes/ Water Engineers, Consultants and Policy Makers.

Faculty and Methodology:

The faculty would include specialists from NPC & invited speakers from organizations of eminence. The methodology of the programme would be participative with a focus on the principal of adult learning. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies to address the issues of preventive vigilance

A Certificate will be awarded to the participants upon successful completion of the training.

Participation Fees:

Fee- Rs 4900/- (inclusive GST) (per participants) and MSMEs Participant- 3900/- (inclusive GST)

Fee to be paid ECS/DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI

PAN NO: AAATN0402F, GST No. 08AAATN0402F1Z6

ECS Payment details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch ;

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

In the case of ECS Payment, the payment details should be intimated accordingly

Kindly provide GST No. of the organization for issuance of the bill.

GST as per GOI Rules (presently @ 18%).

Enquiries:

Nominations along with participant's details- name, designation, organization, contact address, email, phone/mobile no., residential/non-residential, along with DD/Cheque/ECS details towards participation fee along with GST No. should reach NPC Jaipur latest by **March 20, 2021**

More details and application can be downloaded from NPC website

A Drip can destroy many Drops.

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

Online e-Training Programme on

Public Procurement, e-Procurement & GeM

March 17-18, 2021

INTRODUCTION:

Procurement has become a specialized function in the era of changing business environment calls for efficient, responsive and transparent purchase procedures. Public procurement procedures and policy instructions are based on the General Financial Rules (GFR) of the Dept. of expenditure, Ministry of Finance, Government of India. The General Financial Rules have been amended in March 2017 and Rule 149 has also been introduced in this regard.

GeM – Government e-Marketplace is the national portal to make public procurement transparent & simple. Conceived by Government of India, GeM is an e-business platform for procurement of goods & services by government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless manner. The GeM portal is currently being used by almost all departments/ organizations of central and state governments as mandated mandatory by the Government of India.

OBJECTIVES:

The programme aims to enhance efficiency & accountability of organisation through "Effective Procurement Management"

To enhance competency level of the participants on the subject public procurement, e-procurement & GeM

CONTENTS:

- Public Procurement- Scope, Importance & Principles
- Rules governing purchase
- Tendering Systems & Methods

- Evaluation of Tenders, Negotiation, Award of Tender
- Important CVC directives on public procurement
- GeM: Introduction, registration, formalities and procedure
- GFR Rule 149 for GeM
- Procurement cycle and payment procedure
- Placement of order for goods and services and receipt of goods & services

TARGET GROUP:

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, contracts, procurement, etc. from organisation. The details of the programme and their coverage are provided with brochure enclosed herewith.

FINANCIAL IMPLICATIONS:

Rs.4900/- + 18% GST (Rs. Four Thousand Nine Hundred + 18% GST) per participant inclusive of programme material and professional charges. (online or offline payment)

The Cheque/DD/ECS should be drawn in favour of "**National Productivity Council**" payable at New Delhi.

ECS Detail: Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6**

Online: Individual participants may directly pay online by registering through the respective "Register" button provided at <https://www.npcindia.gov.in/NPC/User/webinarpage>

FACULTY AND METHODOLOGY:

The faculty would include specialists from NPC & invited speakers from organizations of eminence.

Methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and development of action plans by the participants for the implementation at the organisational levels to address the issues of procurement.

DATES:

March 17-18, 2021

Day 1: March 17, 2021 from 10:00 hrs. to 13:00 hrs.

Day 2: March 18, 2021 from 10:00 hrs. to 13:00 hrs.

REGISTRATION:

The duration of the programme would be 3.00 hrs. per day including break in between.

The Training Programme would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants.

Registration link would be sent to nominated participants 1 day before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed.

Participants will be provided requisite technical support for connecting through the Cisco Webex platform

FOR FURTHER DETAILS PLEASE CONTACT:

Programme Director

National Productivity Council

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

SB-96, JLN Marg, Bapu Nagar,

Jaipur – 302015, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No:8826628448, 09414387196

E-Mail: jaipur@npcindia.gov.in, aditi.mishra@npcindia.gov.in

Website: www.npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

Online e-Training Programme on

Developing Soft Skills for Administrative Staff

March 25-26, 2021

INTRODUCTION:

Soft Skills are the skills, personal attributes, habit, traits and characteristics that augment an individual ability to interact efficiently with others at workplace and in society. Whether we deal with colleagues, interacting with peers, subordinate or superior contribute soft skills Proficiency such as effective communication, assertive behaviors, conflict resolution, personal effectiveness, creative problem solving among others constitute soft skills. These are the skills that everyone should have to professional relationship and work performance in order to become more successful at various stage of career and life.

OBJECTIVES:

The program aims:-

- Enhance communication skills and to become a good communicator and listener
- Develop professionalism, Manage expectations, develop confident personally
- Become better in terms of development and execution of creative idea and plan.

CONTENTS:

Communication Skills including:-

- Listening Skills
- Interpersonal Skills
- Develop writing skills
- Presentation Skills
- Social etiquette & Social skills
- Teamwork & Conflict Management Skills
- Motivation & Persuasion Skills

TARGET GROUP:

The program is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, contracts, procurement, etc. from organization.

FINANCIAL IMPLICATIONS:

Rs.4900/- + 18% GST (Rs. Four Thousand Nine Hundred + 18% GST) per participant inclusive of programme material and professional charges. (online or offline payment)The Cheque/DD/ECS should be drawn in favor of "**National Productivity Council**" payable at New Delhi. ECS Detail: Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6** **Online:** Individual participants may directly pay online by registering through the respective "Register" button provided at <https://www.npcindia.gov.in/NPC/User/webinarpage>

FACULTY AND METHODOLOGY:

The faculty would include specialists from NPC & invited speakers from organizations of eminence. Methodology of the program would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and

development of action plans by the participants for the implementation at the organizational levels to address the issues of procurement.

DATES:

March 25-26, 2021

Day 1: March 25, 2021 from 14:00 hrs. to 17:00 hrs.

Day 2: March 26, 2021 from 14:00 hrs. to 17:00 hrs.

REGISTRATION:

The duration of the program would be 3.00 hrs. per day including break in between.

The Training Program would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants.

Registration link would be sent to nominated participants 1 day before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed. Participants will be provided requisite technical support for connecting through the Cisco Webex platform

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National Productivity Council

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Website: www.npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

e-Training Programme on

Right to Information Act: 2005

April 5-6, 2021

INTRODUCTION:

'Ignorance of the law is not an excuse' There is a need for creating awareness of RTI in an organisation in order to bring transparency in the delivery system and avoid penal provision.

All executives irrespective of their functional allocation must be aware of the RTI angle and the accountability of public servants with respect to record keeping..

NPC has designed a condensed course on RTI to upgrade the knowledge and skills of the officials.

OBJECTIVES:

The programme aims at exposing participants

- ♣ To promote systemic changes to improve the transparency within their organisation
- ♣ To enhance competency level of the participants on the right to information act 2005.

CONTENTS:

- Overview of RTI, definition and role of different party
- Various orders related to the Right to Information Act 2005.

- 'Role of APIO, PIO, CPIO and Appellate Authority
- RTI various clauses including exemption clauses
- Case Study

TARGET GROUP:

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, contracts, procurement, etc. from organisation. The details of the programme and their coverage are provided with brochure enclosed herewith.

FINANCIAL IMPLICATIONS:

Rs.5900/- + 18% GST (Rs. Five Thousand Nine Hundred + 18% GST) per participant inclusive of programme material and professional charges. (online or offline payment)

The Cheque/DD/ECS should be drawn in favour of "**National Productivity Council**" payable at New Delhi.

ECS Detail: Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank

Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265

MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B

GST No.: **08AAATN0402F1Z6**

Online: Individual participants may directly pay online by registering through the respective "Register" button provided at <https://www.npcindia.gov.in/NPC/User/webinarpage>

FACULTY AND METHODOLOGY:

The faculty would include specialists from NPC & invited speakers from organizations of eminence.

Methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises, and development

of action plans by the participants for the implementation at the organisational levels to address the issues of RTI.

DATES:

April 5-6, 2021

Day 1: April 5, 2021 from 14:00 hrs. to 17:00 hrs.

Day 2: April 6, 2021 from 14:00 hrs. to 17:00 hrs.

REGISTRATION:

The duration of the programme would be 3.00 hrs. per day including break in between.

The Training Programme would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants.

Registration link would be sent to nominated participants 1 days before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed.

Participants will be provided requisite technical support for connecting through the Cisco Webex platform

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Forthcoming Training Programme