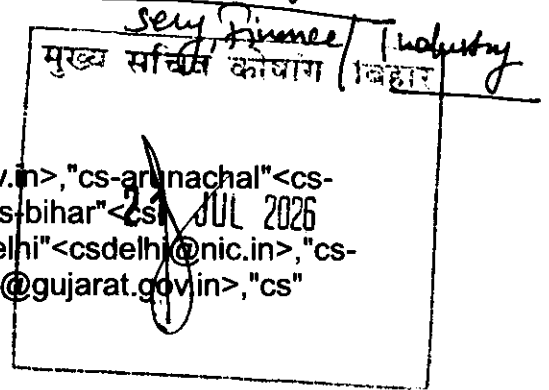


Suvyendu Shivakar <suvyendu.s@npcindia.gov.in>

Tue, 21 Jul 2026 2:56:54 PM +0530

To "cs-andaman"<cs-andaman@nic.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csofficecg"<csoffice.cg@gov.in>,"csdelhi"<csdelhi@nic.in>,"cs-goat"<cs-goat@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs"<cs@hry.nic.in>



Respected Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry, Govt. of India) is organizing following Training Programme on:

- Training Programme on "Transparency and Efficiency: Advanced Course on RTI and Modern Management Practices" from 19-23 October 2026 at Manali (Himachal Pradesh)
- Training Programme on "Managing Finance for Improving Organizational Performance & Effective Management" from 02-06 November 2026 at Goa
- Training Programme on "Leadership & Managerial Excellence for Effective Administration" from 14-18 December 2026 at Sri Vijayapuram (Port Blair).

The brochure contains detailed information about the programme (course coverage & programme fee) are attached herewith. You are requested to kindly nominate employee(s) of your esteemed organisation for the above-mentioned training programme(s) for capacity building and skill enhancement. The number of seats is limited, and nominations will be accepted on first-cum-first-served basis.

Thanking you,

सादर / Regards,

Suvyendu Shivakar

राष्ट्रीय उत्पादकता परिषद / NATIONAL
PRODUCTIVITY COUNCIL

वाणिज्य और उद्योग मंत्रालय, भारत सरकार

के अधीन / Under Ministry of Commerce

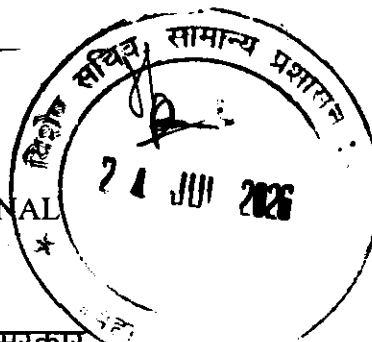
& Industry, Govt. of India

सीआरआरआईडी परिसर, अनुसंधान एवं औ

द्योगिक विकास केंद्र/ CRRID Campus,

Centre for Research in Rural and

दिनांक 29.07.2026
आपकी संख्या 4315



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29.7.26

Industrial Development,

प्लॉट संख्या 2ए, मध्य मार्ग, सेक्टर 19ए, चंडी

गढ़-160019/ Plot No 2A, Madhya Marg.

Sector 19 A, Chandigarh- 160019

मोबाइल / Mobile: +91 9888481938

वेबसाइट /

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

3 Attachment(s)

Training Brochure-Transparen...
601.4 KB

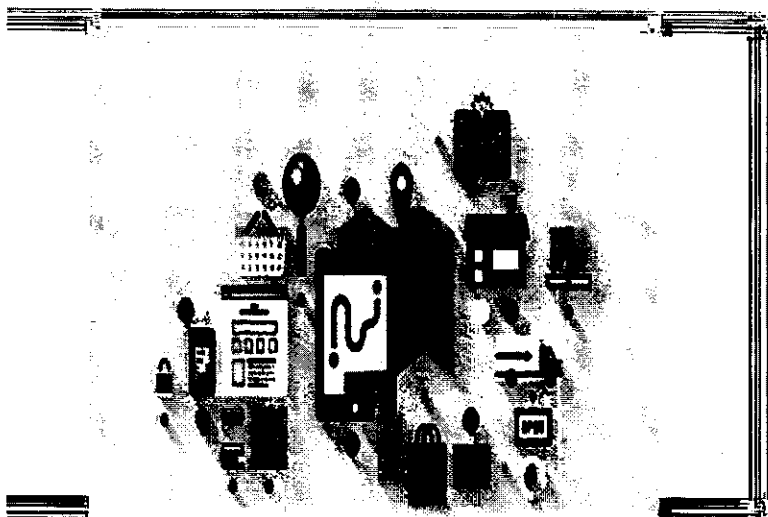
Training Brochure-Managing Fi...
539.3 KB

Training Brochure-Training Pro...
532.3 KB



19-23rd Oct 2026

Manali (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 organizations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

In today's dynamic governance environment, public institutions are expected to deliver services that are transparent, accountable, citizen-centric, and efficient. The **Right to Information (RTI) Act, 2005** has emerged as one of the most significant legislative instruments for promoting openness, strengthening democratic governance, and empowering citizens through access to information. Effective implementation of the RTI Act not only enhances public trust but also encourages ethical decision-making and institutional accountability.

Alongside transparency, government organizations face increasing pressure to improve operational efficiency, optimize resource utilization, and deliver quality public services

Integrating the principles of transparency with contemporary management approaches enables organizations to create systems that are both accountable and performance oriented. Such integration helps reduce procedural delays, eliminate inefficiencies, strengthen compliance, improve service delivery, and foster a culture of continuous improvement.

3. LEARNING OBJECTIVE

The programme aims to strengthen the capacity of officers and officials responsible for implementing the RTI Act while equipping them with modern management tools that enhance organizational effectiveness and public service delivery. The programme will enable participants to:

- Develop an in-depth understanding of the provisions, procedures, and recent developments under the RTI Act, 2005.
- Understand the roles and responsibilities of Public Information Officers (PIOs), First Appellate Authorities (FAAs), and other stakeholders.
- Examine important decisions, case laws, exemptions, and best practices relating to RTI implementation.
- Learn strategies for proactive disclosure, digital record management, and effective information governance.
- Gain insights into modern management practices for improving organizational productivity and operational excellence.
- Strengthening leadership, communication, stakeholder engagement, and change management capabilities.
- Promote ethical governance, transparency, accountability, and citizen-centric service delivery.

The following topics shall be covered during the training:

Right to Information Act

- Introduction to Right to Information Act, 2005
- Role of Organization in Implementing the Act
- Methodology for Implementation of the Act
- Roles and responsibilities of Public Information Officer
- Powers and functions of Information Commission
- Disposal of request for information
- RTI On-line
- The inter linkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations
- Important judgments of Central Information and different state commissions
- Fallacy of RTI and proposed amendments in RTI Acts

Modern Management Practices:

- An introduction to modern management Practices
- Effective communication & Team Building
- Motivation & Leadership
- Time and stress management
- Interpersonal relations
- Conflict resolution
- Employee performance management
- Knowledge Management

1. TARGET PARTICIPANTS

The programme is designed for officials working across different functional areas of management including administration, Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and other related officers from Central & State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings and banks/ public financial institutions, Senior Officers/ Managers, Head of the Departments, Chief Executives, HR Managers, Personnel Manager, Administrative officer and Professionals.

2. METHODOLOGY

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.

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6. FACULTY

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

7. PROGRAMME FEE & VENUE

Programme Code	T2627CHD03	
Program Venue	Manali (Himachal Pradesh)	
Programme Fee	Residential Participants ☐ 70,000/-+ 18% GST	Non-Residential Participants ☐ 55,000/-+ 18% GST
For Residential Participants	Check-in at hotel- (12:00 pm) on 19 th October 2026 Check-out from Hotel- (9:00 am) on 23 rd October 2026	

8. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch;
- A/c No. 026501000009207,
- **IFSC Code.** IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- **NPC'S PAN No:** AAATN0402F, **NPC'S GSTIN:** 04AAATN0402F2ZD

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.

HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure.
- Last date for Receiving of nominations: 10th October 2026
- Nominations may be sent to the following address:

Ashok Kumar
In Charge Regional Director
Mobile No. 9888481938
Email: ashok.kumar@npcindia.gov.in

Sh. Suvyendu Shivakar,
Deputy Director
Mobile No.: +91-6287872655
Email: suvyendu.s@npcindia.gov.in

National Productivity Council, Chandigarh
CRRID Campus, Centre for Research in Rural and Industrial Development,
Plot No 2A, Madhya Marg, Sector 19 A, Chandigarh-160019
chandigarh@npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi-110003

Title of Programme: Transparency and Efficiency: Advanced Course on RTI and Modern Management Practices

Programme Code: TP2627CHD03

Programme Duration: 19th Oct-23rd Oct 2026

Venue/Location: Manali

Select Participation on Residential Basis ☐

OR Non-Residential Basis ☐

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organization Address (kindly provide full address of correspondence)
1					
2					
4					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
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: _____ and Place: _____

For Organization who are Not Exempted and having GST registration GST No. (Mandatory) _____

(Kindly provide the GST number of organization on which GST Invoice to be raised)

Organization PAN No.(Optional) _____

Organization TAN No.(Mandatory on TDS deduction)) _____

DECLARATION

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

Signature: _____ Date: _____ and Place: _____

9. GENERAL INSTRUCTIONS

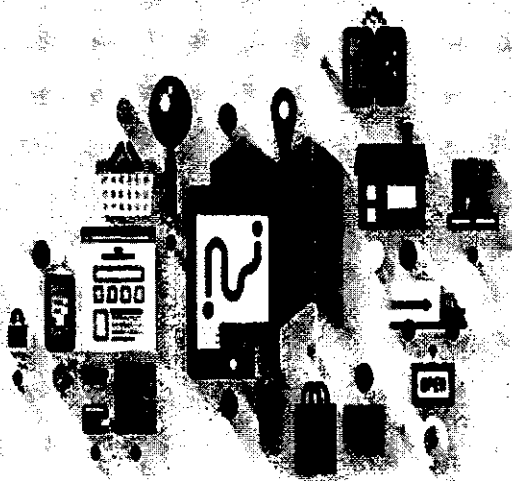
- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ 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.
- ❖ 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 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.
- ❖ 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.

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2nd-6th November 2026

Goa



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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 and highly competitive business environment, effective financial management has evolved beyond its traditional role of accounting and compliance. It has become a strategic function that directly influences organizational sustainability, operational efficiency, informed decision-making, and long-term value creation.

Financial management is no longer confined to budgeting and expenditure control. Modern organizations require finance professionals and managers to integrate financial planning with organizational strategy, performance management, risk assessment, investment decisions, cost optimization, and governance. Sound financial practices enable organizations to allocate resources efficiently, improve productivity, ensure accountability, and respond proactively to changing economic and regulatory environments.

Managing finance effectively requires leaders at all levels to understand financial statements, analyze key performance indicators, evaluate investments, manage working capital, control costs, and ensure financial discipline. The integration of financial intelligence into managerial decision-making enhances operational effectiveness and promotes evidence-based planning across departments.

3. LEARNING OBJECTIVE

This programme aims to equip participants with practical knowledge and contemporary financial management tools that support organizational excellence. The programme will focus on strengthening participants' ability to interpret financial information, develop strategic budgets, optimize resource utilization, manage financial risks, and align financial decisions with organizational goals.

- ✓ Strategic Role of Finance in Organizational Success
- ✓ Financial Planning and Budgetary Control
- ✓ Reading and Interpreting Financial Statements
- ✓ Cost Analysis and Cost Reduction Strategies
- ✓ Working Capital and Cash Flow Management
- ✓ Financial Ratio Analysis and Performance Measurement
- ✓ Capital Budgeting and Investment Decision-Making
- ✓ Financial Risk Assessment and Internal Controls
- ✓ Corporate Governance and Financial Compliance
- ✓ Digital Transformation in Finance and Financial Analytics

- ✓ Financial Decision-Making for Non-Finance Managers
- ✓ Case Studies and Best Practices in Financial Excellence

5. METHODOLOGY

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, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

7. FACILITY

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	T2627CHD04	
Program Venue	Goa	
Programme Fee	Residential Participants ☐ 75,000 ____ /- + 18% GST	Non-Residential Participants ☐ 60,000 ____ /- + 18% GST
For Residential Participants	Check-in at hotel- (12:00 pm) on 2 nd November 2026 Check-out from Hotel - (9:00 am) on 6 th November, 2026	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch;
- **A/c No.** 026501000009207,
- **IFSC Code.** IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- **NPC'S PAN No:** AAATN0402F,
- **NPC'S GSTIN:** 04AAATN0402F2ZD

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.

HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Sh Ashok Kumar
In Charge Regional Director
Mobile No. 9888481938
Email: ashok.kumar@npcindia.gov.in

Sh. Suvyendu Shivakar,
Deputy Director
Mobile No.: +91-6287872655
Email: suvyendu.s@npcindia.gov.in

National Productivity Council,
CRRID Campus, Centre for Research in Rural and Industrial Development, Plot No 2A,
Madhya Marg, Sector 19 A, Chandigarh-160019

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NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

Title of Programme: Managing Finance for Improving Organization Performance & Effective Management

Programme Code: TP2627CHD04

Programme Duration: 2nd November – 6th November 2026

Venue/ Location: Goa

Select Participation on Residential Basis ☐ **OR 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					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
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:** _____ **and 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:** _____ **and Place:** _____

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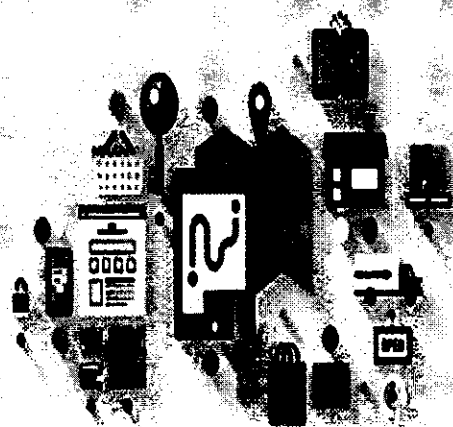
10. GENERAL INSTRUCTIONS

- ❖ 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). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ 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.
- ❖ 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 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.
- ❖ 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.

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14-18th December 2026
Sri Vijaya Puram (Port Blair)



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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

The programme focuses on enhancing leadership and managerial competencies among government officials to improve decision-making, team performance, and service delivery. It aims to build effective administrative systems through strategic thinking, innovation, and people-centric governance.

3. LEARNING OBJECTIVE

The objective of the training is to equip participants with essential leadership and managerial skills required for effective administration. Participants will develop the ability to make informed decisions, manage teams efficiently, and handle administrative challenges with confidence. The programme will enhance their capacity to foster collaboration, improve workplace productivity, and promote accountability and ethical governance. It will also provide practical insights to strengthen communication, problem-solving, and result-oriented management practices.

- Principles of leadership and managerial effectiveness
- Decision-making and problem-solving in administration
- Communication and interpersonal skills for leaders
- Team building, motivation, and conflict management
- Time management and productivity enhancement
- Emotional intelligence and leadership behaviour
- Ethics, accountability, and good governance practices
- Managing change and innovation in government organizations
- Performance management and result-oriented administration

5. METHODOLOGY

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, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, 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	T2627CHD05	
Program Venue	Sri Vijaya Puram (Port Blair)	
Programme Fee	Residential Participants ☐ 75,000 _____ /- + 18% GST	Non-Residential Participants ☐ 60,000 _____ /- + 18% GST
For Residential Participants	Check-in at hotel- (12:00 pm) on 14 th December 2026 Check-out from Hotel - (9:00 am) on 18th December, 2026	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; • A/c No. 026501000009207, • IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 04AAATN0402F2ZD	

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.

(36)

HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- **Last date for Receiving of nominations: 04th December 2026**

Ashok Kumar
In Charge Regional Director
Mobile No. +91 9888481938
Email: ashok.kumar@npcindia.gov.in

Sh. Suvyendu Shivakar,
Deputy Director
Mobile No.: +91-6287872655
Email: suvyendu.s@npcindia.gov.in

National Productivity Council, Chandigarh
CRRID Campus, Centre for Research in Rural and Industrial Development,
Plot No 2A, Madhya Marg, Sector 19 A, Chandigarh-160019

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NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

Title of Programme: Leadership & Managerial Excellence for Effective Administration

Productivity Programme Code: TP2627CHD05

Programme Duration: 14th Dec–18th Dec 2026

Venue/ Location: Sri Vijaypuram

Select Participation on Residential Basis

☐

OR 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					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
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: _____ and 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: _____ and 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). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ 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.
- ❖ 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 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.
- ❖ 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.

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< ict@escihyd.org >

Fri, 24 Jul 2026 2:58:17 PM +0530

To ""<<undisclosed-recipients:>>

Bcc "secy-par-bih"<secy-par-bih@nic.in>

Not in Contacts

Dear Sir/Madam,

Greetings from Engineering Staff College of India!!!!

The Engineering Staff College of India (ESCI) is a premier National Training Institute and an autonomous organ of India's largest body of professional engineers, 'The Institution of Engineers (India)'. ESCI was established in 1981 with the mandate of providing quality training and education in engineering and techno-management domains. IT Division-ESCI offers customized In-House IT Professional Development Programs for Your Officials / Executives / Staff Members for Technology Upgradation

Upcoming IT Training Programs

S.No	Program Name	Dates	Duration	Mode of Training	Course Fee
1	BOSS Linux Administration	10 - 13 Aug 26	4 days	Offline / Online	Rs.24000 Rs.15000
2	Generative AI for Managers & Team Leaders (Hands-On Practical on ChatGPT & MS Copilot)	10 - 12 Aug 26	3 days	Offline/ Online	Rs.20000 Rs.14000
3	Big Data Analytics & Visualization using MS Power BI	10 - 12 Aug 26	3 days	Offline/ Online	Rs.18000 Rs.11000
4	Information Security Management System (ISMS - ISO 27001) Lead Implementer	17 - 20 Aug 26	4 days	Offline/ Online	Rs.24000 Rs.15000
5	AI-Enabled Leadership Excellence: Enhancing Productivity & Decision-Making for Senior Executives & Team Leaders – at Lonavala, MH	26 – 28 Aug 26	3 days	Offline	Rs. 4800
6	Security Operations Centre (SOC) Analyst	01 - 05 Sept 26	5 days	Offline	Rs. 3000
7	Mobile Application Development Using REACT NATIVE	01 - 05 Sept 26	5 days	Offline	Rs. 3000
8	Advanced Excel for Report Generation & Analytics	07 - 09 Sept 26	3 days	Offline/ Online	Rs.18000 Rs.11000
9	AI tools for Workplace Productivity and Efficiency	09 – 11 Sept 26	3 days	Offline/ Online	Rs.18000 Rs.11000
10	GEM Procurement Procedures – Gem Account operation from Basic to expertise	09 – 11 Sept 26	3 days	Online	Rs. 11000

For more program details & brochures, please visit our website <https://escihyd.org/division/it>

Kindly nominate your employees/officers/executives, so that they can make use of this opportunity to upgrade their skills, For the benefit of the organization

We will also design and conduct exclusive offline/online training programs for your employees according to your requirements at your Campus / ESCI Campus.

If you have any queries, please feel free to contact us.

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बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 22510
दिनांक- 24.7.26

With Regards
Syed Azgar
Sr Faculty & Head IT
8886661060
Information Technology (IT) Division
Engineering Staff College of India (ESCI)
Gachibowli, Old Bombay Road,
Hyderabad - 500032
Phone : 040 - 66304124/23/25
E-mail : it@escihyd.org
Facebook : <https://www.facebook.com/ESCIHyd/>
Twitter : <https://twitter.com/ESCIHyd/>

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5 Attachment(s)

ESCI-IT Training Calendar 202...
402.2 KB

BOSS Linux Administration 10 ...
1 MB

Generative AI 10 - 12 Aug 202...
1.1 MB

ISMS ISO 27001 2022) Lead I...
813.9 KB

Big Data Analytics Visualizatio...
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Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
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INFORMATION TECHNOLOGY DIVISION Continuing Professional Development Programs IT Calendar 2026 – 27 (Aug 26 – March 27)

S. No.	Course Title	Code	Date	Duration	Online / Offline	Course Fee
1	BOSS Linux Administration	IT2015	10 - 13 Aug 26	4	Offline / Online	24000/ 15000
2	Generative AI for Managers & Team Leaders (Hands-On Practical on ChatGPT & MS Copilot)	ITOP01	10 - 12 Aug 26	3	Offline/ Online	20000/ 14000
3	Big Data Analytics & Visualization using MS Power BI	ITOP02	10 - 12 Aug 26	3	Offline/ Online	18000/ 11000
4	Information Security Management System (ISMS - ISO 27001) Lead Implementer	IT2040	17 - 20 Aug 26	4	Offline/ Online	24000/ 15000
5	AI-Enabled Leadership Excellence: Enhancing Productivity & Decision-Making for Senior Executives & Team Leaders – at Lonavala, MH	ITM001	26 – 28 Aug 26	3	Offline	48000
6	Security Operations Centre (SOC) Analyst	IT2055	01 - 05 Sept 26	5	Offline	30000
7	Mobile Application Development Using REACT NATIVE	IT2024	01 - 05 Sept 26	5	Offline	30000
8	Advanced Excel for Report Generation & Analytics	IT2073	07 - 09 Sept 26	3	Offline/ Online	18000/ 11000
9	AI tools for Workplace Productivity and Efficiency	IT2092	09 – 11 Sept 26	3	Offline/ Online	18000/ 11000
10	GEM Procurement Procedures – Gem Account operation from Basic to expertise	IT2085	09 – 11 Sept 26	3	Online	11000
11	Strategic leadership for Digital Transformation and Cyber Risk Management for Senior Executives - at Goa	ITM002	21 - 23 Sept 26	3	Offline	48000
12	SAP S/4 Hana Material Management (MM)	ITSA01	21 - 26 Sept 26	6	Offline	60,000
13	Developing ML and AI applications with Python	IT2077	21 - 26 Sept 26	6	Offline	35000
14	Procurement Rules for Goods & Services including Gem Portal & GFR 2017 Guideline	IT2084	05 - 07 Oct 26	3	Online	11000
15	Project Management & Monitoring using MS Project 2021	IT2016	05 - 07 Oct 26	3	Offline/ Online	18000/ 11000
16	SAP S/4 HANA ABAP	ITSA02	26 – 31 Oct 26	6	Offline	60,000
17	Network Administration: Configuring & Securing LANs and WANs	IT2001	05 - 09 Oct 26	5	Offline	30000/ 18000



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18	Generative AI for Managers & Team Leaders (Emerging AI Tools for Enhancing Workplace Productivity, Digital Efficiency) - at Shillong, Meghalaya	ITM003	28 – 30 Oct 26	3	Offline	48000
19	Cyber Security Best Practices for Managers & Executives	IT2089	26 - 28 Oct 26	3	Offline/ Online	18000/ 11000
20	Smart Manufacturing & Process Automation with AI and ML	IT2087	02 - 06 Nov 26	5	Offline	30000
21	Information Security Management System (ISMS - ISO 27001) Lead Implementer – at IEI Centre Visakhapatnam	ITOP04	02 - 05 Nov 26	4	Offline	25000(NR)
22	AI-Powered Project Management & Data Visualization for Senior Executives & Team Leaders – at IEI, Shimla, HP	ITM004	11 – 13 Nov 26	3	Offline	48000
23	Firewall & VPN Security Administration	IT2007	16 - 20 Nov 26	5	Offline	30000
24	Certification Preparation program on Project Management Professional (PMP) – (With PMI PDUS & Original PMI Material)	IT2053	16 - 20 Nov 26	5	Offline	35000
25	SAP S/4 HANA FICO	ITSA03	16 - 21 Nov 26	6	Offline	60000
26	AI Powered Full Stack Development with JAVA – IEI Centre, Kochi, Karala	IT2036	23 - 27 Nov 26	5	Offline	25000(NR)
27	Mastering ChatGPT & Copilot for Enhancing Work Efficiency.	IT2090	25 - 27 Nov 26	3	Offline/ Online	18000/ 11000
28	Data Analysis and Visualization using MS Power BI	IT2029	01 - 04 Dec 26	4	Offline/ Online	24000/ 15000
29	AI-Enabled Surveillance, Monitoring & Safety Systems for Mining Sector	ITOP06	07 - 09 Dec 26	3	Offline	20000
30	IT Tools & Techniques for Office Administration	IT2076	07 - 09 Dec 26	3	Offline/ Online	18000/ 11000
31	Next-Gen Decision Making Using ChatGPT, Gemini & Copilot for Senior Executives & Team Leaders - At IEI Centre, Srinagar J&K	ITM005	16 – 18 Dec 26	3	Offline	48000
32	Advanced Cyber Security & Forensic Investigation Process - at IEI Centre, Bangalore	IT2041	14 - 18 Dec 26	5	Offline	25000(NR)
33	SAP S/4 HANA BASIS Administration	ITSA04	14 - 19 Dec 26	6	Offline	60,000
34	Web Development using MERN Stack	IT2037	04 - 08 Jan 27	5	Offline	30000
35	Advanced Excel for Report Generation & Analytics	IT2073	06 – 08 Jan 27	3	Offline/ Online	18000/ 11000
36	Generative AI & Deep Learning Applications	IT2078	18 - 22 Jan 27	5	Offline	30000



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37	Leadership Excellence in Digital Personal Data Protection (DPDP) and Cyber Resilience - at IEL Centre, Kochi, Kerala.	ITM006	20 – 22 Jan 27	3	Offline	48000
38	Working with BOSS Linux & LibreOffice	IT2080	01 - 04 Feb 27	4	Offline/ Online	24000/ 15000
39	Smart Office Management through AI Tools and Digital Transformation - at Ooty, TN	ITM007	03 – 05 Feb 27	3	Offline	48000
40	AI Powered Cyber Security risks & prevention techniques	IT2097	08 - 11 Feb 27	4	Offline / Online	24000/ 15000
41	SAP S4 HANA Administration	ITSA05	15 - 20 Feb 27	6	Offline	60000
42	Network Administration: Configuring & Securing LANs and WANs	IT2020	22 - 26 Feb 27	5	Offline/ Online	30000/ 18000
43	Strategic Leadership in AI-Powered Industry 5.0: Driving Operational Excellence - at Jaipur	ITM008	03 – 05 Mar 27	3	Offline	48000
44	Certification program on MS Azure Cloud Administration (AZ 900 MS Certification)	IT2017	15 – 19 Mar 27	5	Offline	30000

@ NR – Non-Residential Course Fee

Note: 18% GST Extra (GST Nil for All State & Central Govt. Departments like DRDO, DGQA & Govt. Departments).

Mr.Syed Azgar, Head IT | Mr.Murali , Project Engineer | Ms.Soumya , Jr Faculty | Ms Jyothi Jr Faculty
8886661060 / 040-66304123 9177461391 / 040-66304125 040-66304124 040-66304125

Old Bombay Road, Gachibowli, Hyderabad - 500032, India
Visit on our Web Portal: www.escolhyderabad.org Mail: it@escolhyderabad.org Phone: 040-66304123/24/25, 8886661060



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India



INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME ON **Big Data Analytics & Visualization** **Using MS Power BI** 10 – 12 August 2026 (Online / Offline Program)



Introduction

Data Analytics on big data enables business firms to continuously drive innovation and make the best possible decisions. Business Managers, Data Analysts, Data Managers etc. can conduct data driven experiments to interpret data and create data models by using the most versatile tool like **MS-Excel / Power BI** for identifying hidden data patterns from historical data so as to design new strategies for product and services marketing.

Microsoft Power BI is a suite of business intelligence (BI), reporting, and data visualization tools and services for businesses. It converts your raw data into dashboards and visualizations. This allows you to analyze your data more efficiently, spot trends and patterns, and obtains actionable insights to make better business decisions.

Objectives

Upon completion of the training programme, participants will be able to:

- Explore skills on Advanced Tools of Excel for Big Data Analytics
- Increase your overall Power BI expertise and become power user
- Master data cleansing, data modeling, visualization and the Power BI service
- Become a Microsoft Power BI Data Analyst

Course Coverage

About Data Analytics & Bigdata

- Concepts of Big Data
- Use cases of Big Data

Data Analytics using MS excel

- Pivot Tables
- Power View

Introduction to Power BI

- Understanding Governance in Power BI
- Essentials of Power BI
- Get Data from Data Sources
- Clean the Data
- Clean, Transform, and Load the Data
- Design and Implement a Data Model
- Create Model Calculations by Using DAX
- Optimize Model Performance

• Create Reports

• Design and Develop Dashboards and Storytelling

• Design and Develop Dashboards and Storytelling

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

Target Participants

- Engineers / Executives working in the areas of Application development, Database Administration, Data Analytics & testing
- Govt. Defence, Public and Private sector personnel, who all wish to understand and enhance their skills in Big Data analytics and methodologies can attend the programme.

Programme Dates & Timings

Venue: Engineering Staff College of India, Hyderabad

Dates: 10 – 12 August 2026

Session timings will be from 10:00 – 17:00 hrs with 01 Hour Lunch break & 15 Minutes Tea break.

Course Director

Mr. Syed Azgar, MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee for Offline Training

₹ 24,000/- (Residential Fee) per participant. Fee includes Single AC accommodation as per availability, course material, course kit, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program

₹ 15,000/- (Course Fee for Online) per participant. Fee includes 24 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. **PAN Card No. AAATT3439Q. GST No: 36AAATT3439Q1ZV, HS No.: 999293** (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favour of **"THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA"** by **Electronic Fund Transfer (EFT)** to **ESCI – Axis Bank A/c No. 912010048224554** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, Gachibowli Hyderabad-500032 by **NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Registration

Online registration shall be available on **ESCI web portal** : <https://escihyd.org/division/it>

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : it@escihyd.org

A Certificate of participation will be awarded to each participant on completion of the programme.

< nimmatrg@gmail.com >

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E-MAIL

To "supplies"<supplies@hry.nic.in>,"dco.coop.yadadri"<dco.coop.yadadri@gmail.com>,"doonmedicalcollege"<doonmedicalcollege@gmail.com>,"Dir-Daic-Mosje"<Dir-Daic-Mosje@gov.in>,"sje"<sje@hry.nic.in>,"dswobmb"<dswobmb@hry.nic.in>,"dswobhw"<dswobhw@hry.nic.in>,"dswobchdadi-hry"<dswobchdadi-hry@gov.in>,"dswobfd"<dswobfd@hry.nic.in>,"cmd"<cmd@apeasternpower.com>,"dirf"<dirf@apeasternpower.com>,"dirp"<dirp@apeasternpower.com>,"cgm_hrd"<cgm_hrd@apeasternpower.com>,"gm_training"<gm_training@apeasternpower.com>,"gm"<gm@er.railnet.gov.in>,"secy"<secy@er.railnet.gov.in>,"bbb.mumbai"<bbb.mumbai@ecgc.in>,"churchgate.mumbai"<churchgate.mumbai@ecgc.in>,"cmd.ecl.cil"<cmd.ecl.cil@coalindia.in>,"chairman"<chairman@cercind.org>,"cerc"<cerc@cercind.org>,"gerc"<gerc@gercin.org>,"chairman"<chairman@gercin.org>,"secretary"<secretary@gercin.org>,"Geda Org Info"<info@geda.org.in>,"director"<director@geda.org.in>,"info"<info@oriarc.org>,"director_cf"<director_cf@apcentralpower.com>,"pg-hqrs"<pg-hqrs@esic.nic.in>,"dir-gen"<dir-gen@esic.nic.in>,"cmd"<cmd@epi.gov.in>,"pgimer"<pgimer@chd.nic.in>,"dean-hyd"<dean-hyd@esic.nic.in>,"esicdentalcollege"<esicdentalcollege@gmail.com>,"principalesicconglab5"<principalesicconglab5@gmail.com>,"dcexcise"<dcexcise@nic.in>,"dctexcise.delhi"<dctexcise.delhi@nic.in>,"vcfmuniversity"<vcfmuniversity@gmail.com>,"headmbafmu"<headmbafmu@yahoo.com>,"chairman.fci"<chairman.fci@gov.in>,"chairperson"<chairperson@fssai.gov.in>,"ceo"<ceo@fssai.gov.in>,"office-ceo"<office-ceo@fssai.gov.in>,"advisor"<advisor@fssai.gov.in>,"secyhealth-chd"<secyhealth-chd@chd.nic.in>,"cfswb2025"<cfswb2025@gmail.com>,"gdagzb"<gdagzb@gmail.com>,"secgda"<secgda@gmail.com>,"gslcmd"<gslcmd@sancharnet.in>,"datamedicalcollege"<datamedicalcollege@gmail.com>,"directortourism1"<directortourism1@gmail.com>,"ambalacantt.giti"<ambalacantt.giti@hry.gov.in>,"ambalacity.giti"<ambalacity.giti@hry.gov.in>,"ambalacity.gitiw"<ambalacity.gitiw@hry.gov.in>,"secy_cabsec"<secy_cabsec@bihar.gov.in>,"secy_law"<secy_law@bihar.gov.in>,"lawdepartmentbih"<lawdepartmentbih@gmail.com>,"secylawbih2"<secylawbih2@gmail.com>,"secy-law-bih"<secy-law-bih@nic.in>,"secy-disastermgmt-bih"<secy-disastermgmt-bih@nic.in>,"secy-par-bih"<secy-par-bih@nic.in>,"secy-home-bih"<secy-home-bih@nic.in>,"usp-home-bih"<usp-home-bih@gov.in>,"spsec.spl-bih"<spsec.spl-bih@gov.in>,"jointsecy.spl-bih"<jointsecy.spl-bih@gov.in>,"secy"<secy@prdbihar.gov.in>,"dpr"<dpr@prdbihar.gov.in>,"jdp"<jdp@prdbihar.gov.in>,"prsecy-paffair-bih"<prsecy-paffair-bih@nic.in>,"secy-plandev-bih"<secy-plandev-bih@nic.in>,"dir-stat-bih"<dir-stat-bih@nic.in>,"svccvd"<svccvd@nic.in>

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Tags Not in Contacts

अपर मुख्य निदेशक
सामान्य प्रशासन विभाग
ई-मेल संख्या- 22359
दिनांक- 23.7.26

NATIONAL INSTITUTE OF MAN MANAGEMENT & ADVANCEMENT

NEW DELHI

G S T NO:- 07AAOFN3215E1ZG

NIMMA/TRG/2026

Dated:- 10-06-2026

SUB:- REQUEST FOR NOMINATIONS FOR TRAINING PROGRAMMES AT PORT BLAIR (A & N ISLANDS), MYSORE (KAR) & UDAIPUR (RAJ)

Respected Sir,

In this highly competitive environment there is a greater need for promoting performance excellence on a continuous basis. Emotions and Human values play an important role in building a work culture necessary for achieving peak performance. It is therefore, necessary that emotional quotient (EQ) be combined with spiritual quotient (SQ). Values are ideals that influence the quality of personal behavior and long term performance. Intelligent use of emotions and positive values play an important role in promoting performance excellence. This Workshops will help the Executives to Sharpen their Skills which will contribute for Managerial Excellence through

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29.7.2026

Effective Leadership & will also enable the Participants to Evolve Strategies & Skills for Promoting Dynamics Leadership in the organizations.

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"ACHIEVING PERFORMANCE EXCELLANCE"

(EMOTIONAL AND SPIRITUAL DIMENSIONS)

- Executives / Officers / Managers engaged in any Department in an Organization/Office (Such as Administration, Finance/Accounts, Technical, Safety, Medical, Personnel, HR, Staff etc.etc.).
Personnels engaged in Office : Senior Executives, Administrative Stores & Field Officers, Section Officers, Superintendents, Office Managers, PS / PA'S, Stenos, Typists Assistants, Secretarial & Clerical Staff.(U D C / LDC), Receptionist.
- Leaders / Activists of Employees Unions, Supervisors & Officers Associations & SC/ST & OBC Employees Welfare Associations & JCM Committee Members.

TOPICS TO BE COVERED

- Characteristics of an Effective Employees (Positive Values) -- Team Building for Orgn Growth -- Productivity -- Role of Union/ Asson/ Employees in increasing Productivity -- Management of Stress -- Human Relations / Good Interpersonnel Relations/ Good Union Management Relations for smooth functioning --Importance of Effective Communication \ Good Relations \ Less Stress \ Effective Team \ Better Performance \ More Productivity \ Orgn Growth ~ Managerial Leadership

FACULTY :

The Training Programme will be Conducted by our Sr. Faculty, in mix of Hindi & English Through lectures, Group Discussions, Case Study & Quiz.

DATE & VENUE

1. AT HOTEL KING SAPPHIRE, PORTBLAIR (A&N ISLAND) FROM AUG. 01st A/N - 04th F/N, 2026
2. AT HOTEL PRESIDENT, MYSORE (KARNATAKA) FROM AUG. 10th A/N - 13th F/N, 2026
3. AT HOTEL OPPULANCE INN, UDAIPUR (RAJASTHAN) FROM AUG. 24th A/N - 27th F/N, 2026

PARTICIPATION FEES WILL BE

Rs. 35,900/- +18% GST Per Residential Participant per Programme in Double Occupancy.

Rs. 24,900/- +18% GST Per Non Residential Participant per Programme.

Rs. 44,900/- +18% GST Per Resident Participant in Single occupancy

(in this spouse stay will be complimentary)

(KINDLY NOTE THE COURSE FEES FOR PORT BLAIR TRAINING PROG WILL BE Rs 54,900/- or RS 69,900/- + 18% GST Per Resident Participant in double /single occupancy resp)

We are sure you will find these above said Workshop need based, Educative, Informative & highly useful for your Organisation / Employees. We, therefore request you to kindly take advantage of the same by nominating more n more your Officers / Officials for this Workshop.

Kindly favour us, with Your nominations along with the Course fees drawn in favour of "NATIONAL INSTITUTE OF MAN MANAGEMENT & ADVANCEMENT" (Payable at New Delhi) at the earliest, as seats are limited.

With warm regards,



(AJAY SHARMA)

Executive Director

REGD. OFFICE : B-18, GROUND FLOOR, COMMUNITY CENTRE, JANAK PURI, NEW DELHI: 110058.

TELE. NO:- 011- 25511419, 40050334, 9811153108, 9891654500

FAX : 011-25511419

Email ID: nimmatrg@gmail.com, inmt16@yahoo.in

WEB: www.nimma.org

Upcoming Global Online Certificate Course on Environment Data, Maps and GIS (19 August – 2 September 2026)

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par-
bih
E-MAIL

Susan Chacko < susan@cseindia.org >

Wed, 22 Jul 2026 8:30:40 AM +0530

To "secy-par-bih"<secy-par-bih@nic.in>

GLOBAL ONLINE CERTIFICATE COURSE

Environment data, maps and GIS (Geographic Information System) for communication in 21st century

DATES: August 19 - September 2, 2026

DURATION: 15 hours

PLATFORMS: Zoom and Moodle

TRAINING FEES: INR 4000 (for Indian participants) and USD 100 (for global participants)

For Registration click here

In today's dynamic, data-driven world, mastering the skills of finding, processing, and visualizing environmental and sustainability data is essential for career advancement and professional success.

As we confront 21st-century challenges such as climate change, air pollution, water scarcity, urbanization, biodiversity loss, and sustainable development, the role of GIS and maps in environmental communication becomes increasingly vital.

By analyzing and integrating data and maps, we can gain a comprehensive understanding of sustainability and development issues. Among these challenges, climate change stands out as the most pressing global risk for the next decade, representing a profound social, political, economic, and environmental challenge.

When effectively understood and visualized, spatial and environmental data can serve as a powerful foundation for research and actions aimed at mitigating or adapting to climate change.

So, the **Centre for Science and Environment (CSE)**, one of leading think tanks in Global South on the politics of development, environment and climate change, invites you to join its Global Online Certificate Course. This course is designed to equip you with the skills to interpret spatial data through hands-on training in Quantum GIS, a powerful tool for analyzing spatial data and visualising impactful maps

WHAT WILL YOU LEARN?

Data Sourcing: Learn how and where to research for relevant spatial data. You will learn to find different data sets, clean and transform and make them ready for analysis using QGIS.

Data Analysis: Learn how to read, analyse and make sense of spatial or geographic data

Data Visualisation: Understand the basic concepts of visualisation and learn to visualise spatial data using QGIS for research, environmental management and communication

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

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24.7.2026

Note: The course will take a broad view of the role of GIS in environmental communication and management, but will focus on climate change and its impacts including extreme weather events.

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WHO CAN ATTEND?

- Environmental and development professionals associated with environmental management, conservation, and sustainability.
- Researchers in environmental science, geography, and urban planning.
- Government officials and policymakers in environmental policy, urban planning and sustainable development
- NGOs and Civil Society Organizations
- Urban planners, engineers and other professionals in infrastructure development and sustainable urban planning.
- Corporate Sustainability Officers
- Reporters and media professionals covering environment and sustainability
- Aspiring professionals in environmental science, GIS, or sustainability and others interested in the subject

COURSE STRUCTURE

- **The self-paced online programme will have video lectures, presentations, tutorials, quizzes and assignment** Participants will also get an opportunity to work on an in-depth project of their choice.
- The programme will also have **three live interactive sessions** for meeting the trainers and fellow participants.
- **The programme has been designed in such a way that it can be completed along with a regular job or study.**

THE COURSE IS BROKEN DOWN INTO FOUR MODULES

- **Module 1:** Introduction to spatial data (focus on environment), along with a beginners guide to QGIS
- **Module 2:** Finding the right data, maps and dashboards on environment and development for in-depth research
- **Module 3:** Spatial data processing and analysis to make data meaningful
- **Module 4:** Visualising spatial data through maps

Key requirements

All participants would require:

- A computer/laptop
- A high-speed internet connection

[For Registration click here](#)

COURSE DIRECTOR

Kiran Pandey

Programme director
Information Management, CSE
Email: kiran@cseindia.org
Phone: +91-9871215338

COURSE COORDINATOR

Susan Chacko

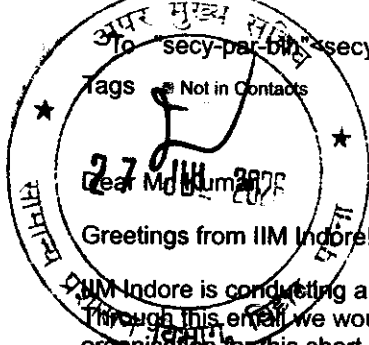
Senior Manager
Information Management, CSE

53(8)

E-MAIL

< renuka.iyer@iimmdp.org >

Mon, 20 Jul 2025 1:34:20 PM +0530



To: secy-par-bih@secy-par-bih@nic.in

Tags: Not in Contacts

Dear Mr. Bihari,

Greetings from IIM Indore!

IIM Indore is conducting an offline programme on **Leading Strategy, Growth, and Financial Decision-Making**. Through this email, we would like to share the information and understand if there are nominations from your organisation for this short duration programme.

Programme Overview: This programme provides an integrated perspective on strategy, competition and financial decision-making to understand business performance. It enables participants to understand how industry dynamics, firm capabilities and digital disruption shape competitive advantage while also equipping them to evaluate growth strategies, including expansion, partnerships, and acquisitions. The programme further strengthens capabilities in investment, financing and capital allocation, and develops a strong foundation in valuation and shareholder value principles to support overarching, value-creating business decisions.

Who Should Enrol : This programme is designed for professionals involved in strategic decision making, growth initiatives, and financial planning, including:

- Senior and Mid-Level Managers responsible for business performance, strategy execution, or P&L ownership
- Functional Leaders from strategy, finance, marketing, operations, and business development seeking an integrated perspective on value creation
- Business Heads and Unit Leaders driving growth, competitive positioning, and expansion decisions
- Entrepreneurs and Promoters evaluating growth opportunities, investments, and strategic trade-offs
- Consultants and Strategy Professionals advising firms on competitive strategy, digital transformation, and corporate growth
- Finance Professionals (FP&A, corporate finance, investment roles) looking to connect financial decisions with strategic outcomes

Date: August 11 - 14, 2026 at Indore Campus | **Fees:** Rs. 72,000/- + GST per participant (Includes course material, room on twin sharing basis and board expenses)

The participant who completes the programme successfully and pays the alumni fees will be eligible for the Executive Education Alumni status of IIM Indore. In case there are any nominations, we would like to connect and take this conversation ahead. Please reply to this email or connect with our representative on the below number for a detailed brochure and nomination form.

Best Regards,
Renuka Iyer | Programme Manager
Mobile: -9833681851 | renuka.iyer@iimmdp.org

[To safely unsubscribe or modify your subscription settings please click here](#)

S.O-18

Handwritten signature

श्री विद्याल
रवीश
29.7.2026

बिहार सरकार
अपराध प्रतिक्रिया कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-22-6-03
दिनांक-27-7-26

3996/27-7-26

29-7-26

Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

secy-
par-
bih

< secy-par-bih@nic.in >

E-MAIL

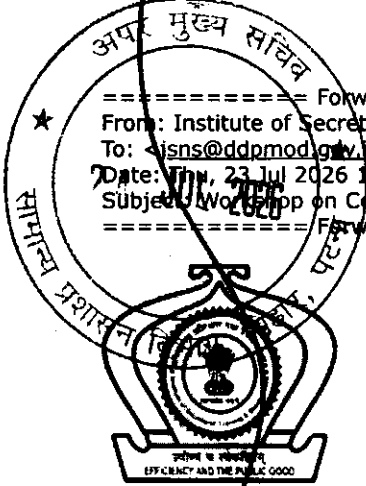
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 23 Jul 2026 4:03:42 PM +0530

To "Dr B Rajender" < secy-par-bih@nic.in >

SS(18)

Chief Secretary Bihar



===== Forwarded message =====

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

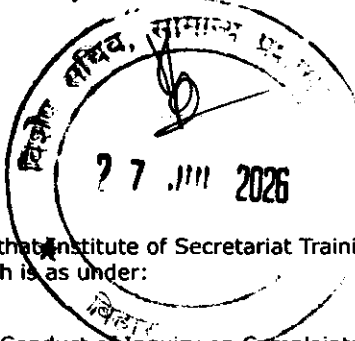
To: <jsns@ddpmo.gov.in>

Date: Thu, 23 Jul 2026 15:59:50 +0530

Subject: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

===== Forwarded message =====

J.S-18



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 : Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place

Course Code : WCICRSHW-15

Date : 05 Oct 2026 to 06 Oct 2026

Mode : Offline

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

Regards

Rizwana Bano

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

अपराध प्रतिक्रिया कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-22369

दिनांक-23-7-26

श्री विद्याल
विगीत
29.7.2026

3998/का०-18
29-7-26

Chief Secretary Bihar <cs-bihar@nic.in>

Thu, 23 Jul 2026 4:47:22 PM +0530

To "Dr B Rajender"<secy-par-bih@nic.in>

35(18)

Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Thu, 23 Jul 2026 16:27:53 +0530
Subject: Training Programme on Managerial / Supervisory Skills by ISTM
===== Forwarded message =====

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 : Training Programme on Managerial / Supervisory Skills

Course Code : TP-MSS-01

Date : 05 Oct 2026 to 08 Oct 2026

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-2237/6

दिनांक.....23-7-26

3997/का.18
29.7.26

Fwd: Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of Socio-Religious Communities (SRCs) by ISTM

E-MAIL

secy-
par-
bih <secy-par-bih@nic.in>

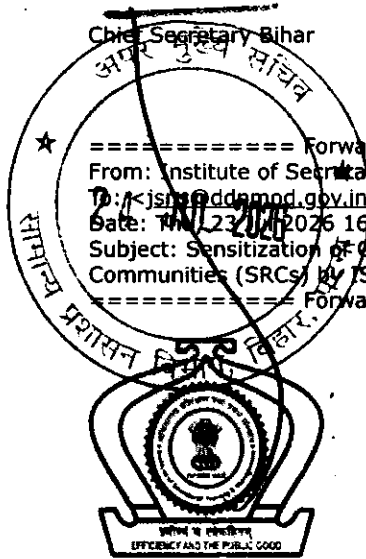
344

Chief Secretary Bihar <cs-bihar@nic.in>

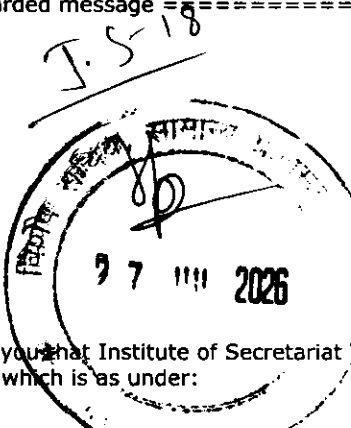
Thu, 23 Jul 2026 5:06:44 PM +0530

To "Dr B Rajender"<secy-par-bih@nic.in>

SS(18)



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsm@ddmod.gov.in>
Date: Thu, 23 Jul 2026 16:58:43 +0530
Subject: Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of Socio-Religious Communities (SRCs) by ISTM
===== Forwarded message =====



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 : Sensitization of Govt. Functionaries on Social, Economic and Educational Conditions of Socio-Religious Communities (SRCs)

Course Code : SRC-07

Date : 22 Oct 2026 to 23 Oct 2026

Mode : Offline

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

Regards

Rizwana Bano

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-22442
दिनांक-24.7.26

श्री विद्याल
वित्तिका
29.7.26

4003/शा-18
29.7.26

343

E-MAIL

Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 23 Jul 2026 4:04:45 PM +0530

To "Dr B Rajender"<secy-par-bih@nic.in>

SS(S)

Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: istmns@ddpmod.gov.in
Date: Thu, 23 Jul 2026 16:02:05 +0530
Subject: Basic Management Services by ISTM
===== Forwarded message =====

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 : Basic Management Services

Course Code : BMS-109

Date : 07 Sep 2026 to 02 Oct 2026

Mode : Offline

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

Regards!

Rizwana Bano

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
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सामान्य प्रशासन विभाग
ई-मेल संख्या-22368
दिनांक.....23.7.26

श्री विशाल
रानी
29.7.26

3998/2026

29.7.26

E-MAIL

Chief Secretary Bihar < cs-bihar@nic.in >

Mon, 27 Jul 2026 12:58:53 PM +0530

To "Dr B Rajender"<secy-par-bih@nic.in>

55(18)

Chief Secretary Bihar

===== Forwarded message =====

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

To: <jens@ddomod.gov.in>

Date: Mon, 27 Jul 2026 10:34:33 +0530

Subject: Work Life Balance & Anger Management by ISTM

===== Forwarded message =====

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 : Work Life Balance & Anger Management

Course Code : WLBAM-06

Date : 07 Sep 2026 to 08 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

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सामान्य प्रशासन विभाग

ई-मेल संख्या-22789

दिनांक.....28.7.26



4042/22-18

29.7.26

S.O-18

29/7/2026

241

E-MAIL

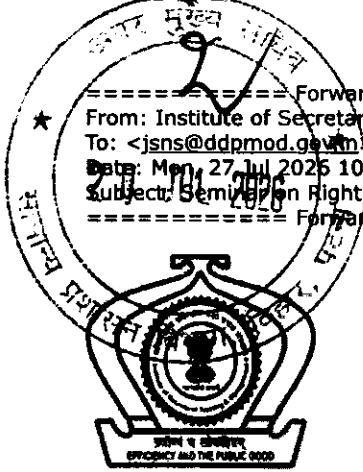
Chief Secretary Bihar < cs-bihar@nic.in >

Mon, 27 Jul 2026 12:59:05 PM +0530

To "Dr B Rajender"<secy-par-bih@nic.in>

SS(8)

Chief Secretary Bihar



Forwarded message

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

To: <jsns@ddpmod.gov.in>

Date: Mon, 27 Jul 2026 10:36:46 +0530

Subject: Seminar on Right to Information by ISTM

Forwarded message

J.S-18



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 : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4044 / 24-18
29.7.26

S.O-18

विभागाध्यक्ष
विनीता
29.7.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
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