



Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
10<sup>th</sup> Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.  
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403

F. No. Pr.CCIT/AP & TS/Estt/Circulation/2023-24

Date:28.11.2023

**TRAINING CIRCULAR**

विषय/Sub: Residential training programme on “**Digital Transformation through e-Governance & ICT**” from December 18-22, 2023 at Goa - Request for Nomination- reg.

संदर्भ/Ref: Email received from Deputy Director, National Productivity Council (NPC), New Delhi dated: 08.11.2023.

\*\*\*\*

Please refer to the above.

National Productivity council, New Delhi is going to conduct residential training programmes on “**Digital Transformation through e-Governance and ICT**” from 18.12.2023 to 22.12.2023 at Goa. The Participation fee for training program is Rs. 58,500/- per Residential Participants and Rs. 36,000/- for Non-Residential Participants. GST @ 18% per participant is applicable on Participation fees.

In this connection, I am directed to forward herewith the letter received from Deputy Director, National Productivity Council, New Delhi, on the captioned subject, containing the salient features of course and mode of registration, for information and circulation.

भवदीय/Yours faithfully,

  
(थंबा महेंद्र/THAMBA MAHENDRA)

आयकर उपायुक्त (मुख्या.)(प्रशा.)

Dy. Commissioner of Income Tax  
(Hqrs)(Admn.),

कार्या. प्रमुआआ, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
O/o.Pr.CCIT, AP&TS, Hyd.

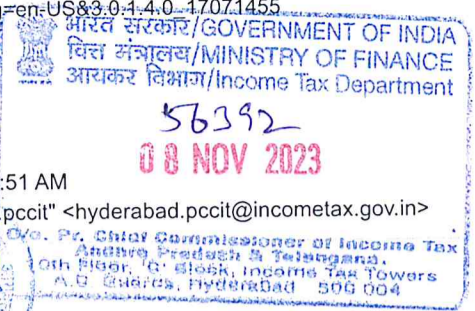
संलग्न/Encl: उपरोक्त/As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)

Subject: **Fwd: NPC Residential Training Program on "Digital Transformation through E-Governance & ICT" from 18th to 22nd December 2023 at Goa.**  
 To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp>



Date: 11/08/23 10:51 AM

From: "hyderabad.pccit" &lt;hyderabad.pccit@incometax.gov.in&gt;

----- Original Message -----

From: vikas.meena@npcindia.gov.in

Date: Nov 7, 2023 6:16:19 PM

Subject: NPC Residential Training Program on "Digital Transformation through E-Governance &amp; ICT" from 18th to 22nd December 2023 at Goa.

To: hyderabad.pccit@incometax.gov.in

**NATIONAL PRODUCTIVITY COUNCIL**  
 (Under Ministry of Commerce & Industry, Government of India)

5-6 Institutional Area, Lodhi Road, New Delhi – 110003.

[www.npcindia.gov.in](http://www.npcindia.gov.in)

REGIONAL DIRECTORATE:

E-5, GIDC Electronic Estate, Sec-26, GIDC, Gandhinagar, Gujarat – 382 028.

No:IE/GN/T12/473/23-24/I

Dear Sir/Madam,

The National Productivity Council is pleased to announce its Residential Training Programs on **"Digital Transformation through E-Governance & ICT" from 18<sup>th</sup> to 22<sup>nd</sup> December 2023 at Goa.**

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed to benefiting both the employers as well as employees. Keeping the above in view, the training programme aims at providing an insight to the participants about various requisite behavioral, technical/digital skills, tools and techniques on secretarial effectiveness for delivering a better quality of work.

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

The Programme fee of ₹ 58500 /- + 18% GST for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or ₹ 36000 /- + 18% GST for non-residential participants is inclusive of lunch, course material kit, and professional charges.

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

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

11/8/23, 12:09 PM

webmail.incometax.gov.in/iwc\_static/layout/shell.html?lang=en-US&3.0.1.4.0\_17071455

Thanking you,

Yours sincerely,



सादर / Thanks & Regards,

विकासमीणा / Vikas Meena

उपनिदेशक / Deputy Director

कृतेक्षेत्रीयनिदेशक / For Regional Director

राष्ट्रीयउत्पादकतापरिषद् / National Productivity Council

(Under Department for Promotion of Industry and Internal Trade,

Ministry of Commerce & Industry, Government of India)

E-5 जीआईडीसीइलेक्ट्रॉनिकएस्टेट, गाँधीनगर, गुजरात 382-028 /

E-5 GIDC Electronic Estate Gandhinagar, Gujarat 382028,

भारतगणराज्य / Republic of India.

मोबाइल / Mobile: +91 88669 43946, ईमेल /

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

<div><div><div>NATIONAL PRODUCTIVITY COUNCIL</div><div>(Under Ministry of Commerce &amp; Industry, Government of India)</div><div>ANNUAL TRAINING CALENDAR OF RESIDENTIAL TRAINING PROGRAMMES</div><div>(2023-24)</div></div><div>You can send your nominations on email: <a href="mailto:vikas.meena@npcindia.gov.in">vikas.meena@npcindia.gov.in</a></div></div>						
Sr. No.	Title of Programme (Click to download Program Brochure)	Date	Levels	Location	Programme Fee (Excluding GST) in Rs. (Residential)	Programme Fee (Excluding GST) in Rs. (Non-Residential)
1	Emerging Solar Technologies & Reactive Power Management	27 Nov to 1 Dec, 2023	All Levels	Srinagar	Rs. 60500/-	Rs.36000/-
2	Finance & Accounts	04-08 Dec, 2023	All Levels	Goa	Rs. 54000/-	Rs.36000/-
3	Emerging Solar Technologies & Reactive Power Management	11–15 Dec. 2023	All Levels	Goa	Rs. 60500/-	Rs.36000/-
4	Digital Transformation through E-Governance & ICT	18-22 Dec. 2023	All Levels	Goa	Rs. 58500/-	Rs.36000/-
5	Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff	15th to 19th January 2024	All Levels	Puri	Rs. 58500/-	Rs.36000/-
6	Advance Course on Modern Office and Productivity	12-16 February,	All Levels	Goa	Rs. 58500/-	Rs.36000/-

11/8/23, 12:09 PMwebmail.incometax.gov.in/iwc\_static/layout/shell.html?lang=en-US&3.0.1.4.0\_17071455

	Management	2024				
7	Systematic Problem Solving, Conflict resolution and change Management	18-22 March, 2024	All Levels	Gangtok	Rs. 58500/-	Rs.36000/-

NATIONAL PRODUCTIVITY COUNCIL

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

Send to: [vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in)

APPLICATION FORM FOR NOMINATIONS

Title of Program: \_\_\_\_\_

Programme Date: \_\_\_\_\_

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature

HOW TO APPLY: Nominations may be sent to the following address/email:

Regional Director, National Productivity Council, E-5, GIDC Electronic Estate, Sec-26 GIDC, Gandhinagar,	Program Coordinator - Vikas Meena (Deputy Director)
--	---

Gujarat  
382028

Email ID - vikas.meena@npcindia.gov.in  
Mob No. - +91-8866943946

**Payment Details for Programme fees (RTGS / NEFT /Cheque/DD):**

- ECS Payment Details: State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- DD/Cheque should be drawn in the name of our regional Office - NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC
- In the case of ECS Payment, the payment details should be intimated accordingly along with the UTR number.

- Limited seats available on a first-come first-served basis.
- Please buy travel tickets only after getting final confirmation from NPC for the proposed nominations.
- Training Calendar: <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater>
- Unsubscribe here: <https://forms.gle/o2MjqsvQZNr8K1ps5>
- You can also describe your training needs or the training requirements of your organization on our Google form: <https://forms.gle/TJhFVTGVKNBFBg9v9or> or email us on [vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in)