



कार्यालय प्रधान मुख्य आयकर आयुक्त,

आन्ध्र प्रदेश व तेलंगाना, हैदराबाद

Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,

दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers,

ए.सी .गार्ड्स, हैदराबाद / AC Guards, Hyderabad – 500 004.

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

Date:05.06.2023

TRAINING CIRCULAR

विषय/Sub: Residential Training programme on “Digital Workplace: Essentials for non-IT Executives” from 10 July to 14 July, 2023 at Gangtok, Sikkim- Request for Nominations-Reg.

संदर्भ/Ref: Email received from Director & Group Head (IT), National Productivity Council (NPC), New Delhi, dated: 27.04.2023.

Please refer to the above.

National Productivity council, New Delhi is going to conduct residential training programmes on “**Digital Workplace: Essentials for non-IT Executives**” from 10th July to 14th July, 2023 at Gangtok, Sikkim. The Participation fee for training program is Rs. 55,000/- per Residential Participants and Rs. 39,500/- 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 Director & Group Head (IT), 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.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website www.incometaxhyderabad.gov.in

Subject: Residential Training Programme on "Digital Workplace: Essentials for non-IT Executives" from July 10-14, 2023 at Gangtok, Sikkim - Request for Nominations.

Date: 04/27/23 12:35 PM
From: santosh.kumar@npcindia.gov.in

To: hyderabad.addlcit.hq.admin@incometax.gov.in

P.O. No.: TP/23-24/25
Dt.: 27/04/2023

Residential Training Programme on "Digital Workplace: Essentials for non-IT Executives" from July 10-14, 2023 at Gangtok, Sikkim - Request for Nominations.

Dear Sir/Madam,

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing residential training program on "**Digital Workplace: Essentials for non-IT Executives**" from July 10-14, 2023 at Gangtok, Sikkim.

INTRODUCTION

The training program on "Digital Workplace: Essentials for Non-IT Executives" is intended to help government organizations to develop the capabilities and skills of their employees from various backgrounds and areas of expertise to learn and understand to generate value through effective digital workplace.

This course aims to infuse the technological awareness & knowledge, commitment & willingness as well as to bridge the challenges pertaining to skills plus mindset gaps prerequisites for the effective digital workplace.

Participants in this program will also learn to adjust and improve their organizational processes to make better decisions, so they can work resourcefully and productively.

This course will also help participants to optimize their role in leveraging the use of digital technology thereby propelling their organization's digital transformation drive toward success.

COURSE COVERAGE

The training will provide participants an understanding about the role of e-Office in their workplace and the scope of organizational digital change needed to embrace change and the extent of capability building needed for digital transformation.

Upon the successful completion of this programme, participants would:

Understand the emergence & trends of digital technology and its impact on workplace.

Understanding organisational change management issues & challenges for digital interventions in workplace.

Understanding the basics of data analytics and its role for creation of value and generation of competitive advantage.

Strategic alignment of organizational digital strategy with needs and objectives of various functions of the organization.

Case study presentations and discussions

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Co-operatives, Corporations, Banks, Financial Institutions and/or Academic and/or Research Institutions.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 55,000 plus GST @ 18% amounting to Rs.64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 39,500/- plus GST @ 18% amounting to Rs.46,610/- (Rupees Forty Six Thousand Six Hundred Ten Only) per participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.

FACULTY AND METHODOLOGY

The methodology would lay emphasis on experiential learning through lectures, case studies, and group based exercises focusing on the conceptual knowledge and current business practices/ issues along with interactive discussions with participants to share their knowledge and experience during the training program.

NPC would impart the required training through experienced expert trainer(s) from NPC along with expert guest speakers from academia and/or industry, having rich practical experience, for the entire duration of the training.

VENUE & DATES

Programme Dates & Venues	July 10-14, 2023 at Gangtok, Sikkim
Programme Code	TP/23-24/25
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	July 10, 2023 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	July 14, 2023 Forenoon

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

REGISTRATION:

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: Sh. Nikhil Panchbhai, Group Head (IT).

PAYMENT DETAILS

- Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- PAN No: AAATN0402F
- GSTIN: 07AAATN0402F1Z8
- ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch
- A/c No. 026501000009207, NEFT/RTGS/IFSC No. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

GENERAL INSTRUCTIONS

- Some Non-residential participants can also be accommodated in the programmes at reduced fees, on specific requests for the same.
- GST as per GOI Rules (presently @ 18%) & may be revised as per Gol guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.
- Please note that NPC would not be in a position to provide accommodation before and after the above dates and participants requiring it would be required to do the arrangement of their own.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs. 55,000 plus GST @ 18% amounting to Rs.64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 39,500/- plus GST @ 18% amounting to Rs.46,610/- (Rupees Forty Six Thousand Six Hundred Ten Only) per participants favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

The last date for nominations is 29th June 2023.

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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

For any other query, kindly contact Sh. Rajeev Gupta, Dy. Director (IT) on Mobile: +91-7390802060, Phone:- 011-24607335 and email- rajeev.gupta@npcindia.gov.in

Thanking you and looking forward to receive nominations.

Yours faithfully

Thanks & Best Regards,

Nikhil Panchbhai
Director & Group Head (IT),
National Productivity Council,
(Under Ministry of Commerce & Industry, Govt. of India)
5-6 Institutional Area
Lodi Road, New Delhi – 110003
Mobile: 08368398480
Phone:-011-24607321
Email: nikhil.p@npcindia.gov.in
Website: www.npcindia.gov.in



Forthcoming Training Programme

S. No.	Title of the training programme	Duration & Date	Venue	Fee Per Participants (Rs. excluding 18% GST)
1.	Preventive Vigilance, E- Procurement and Key to Good Governance	August 21-25, 2023	Ooty	Rs.55000/- (R) Rs. 39500/- (NR)
2.	Good Governance & Transparency through RTI	11-15 September, 2023	Goa	Rs.55000/- (R) Rs. 39500/- (NR)
3.	Digital Workplace: Essentials for non-IT Executives	09-13 October, 2023	Puri	Rs.55000/- (R) Rs. 39500/- (NR)
4.	E- procurement of Goods and Services, and related GFR Rules	20-24, November, 2023	Port Blair, A& N Islands	Rs.57500/- (R) Rs. 42500/- (NR)

*R- Residential *NR- Non-Residential