

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

F. No. Pr.CCIT/AP&TS/2019-20

Date: 31/07/2019

Training Circular

Sub: Training Programme on “Digital Workplace:Essential for Non-IT Executives” at Goa, from 16th to 20th September, 2019- Request for Nominations - reg.

Please find enclosed herewith the letter dated 09.07.2019 regarding the Training Programme on “Digital Workplace:Essential for Non-IT Executives” at Goa, from 16th to 20th September, 2019 conducted by National Productivity Council (NPC, autonomous organization under the ministry of commerce and industry Govt. of India) for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. in the Central Government Departments/Ministries for Circulation.

Further it is informed that the above training course is a paid course. The course fee is **Rs.51,000/-** for Residential Participants and **Rs.38,000/-** for Non Residential Participants. GST @18% per participant is applicable on participation fees. The last date for receiving willingness of Officers in this office is **30-08-2019**. The willingness application(s) should be send alongwith crossed cheque/Demand Draft drawn in favour of “National Productivity Council” payable at “New Delhi”.


(SUBRAHMANYAM TOTA)
Deputy Commissioner of Income Tax,
(Hqrs.)(Admin.),
O/o. Pr.CCIT, AP & TS, Hyd.

Encl: As above.

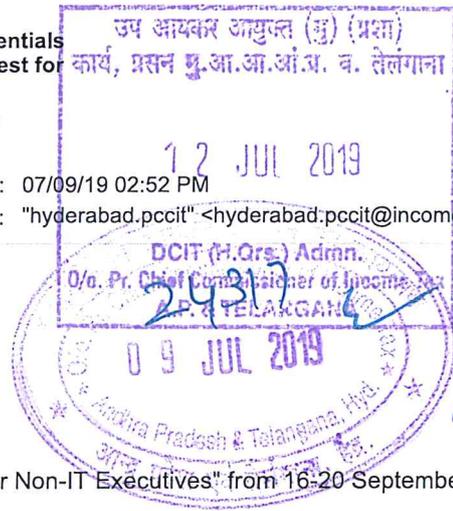
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Subject: Fwd: Residential Training Programme on "Digital Workplace: Essentials for Non-IT Executives" from 16-20 September, 2019 at Goa - Request for Nominations.

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp

Date: 07/09/19 02:52 PM
From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

Brochure NPC IT Sep at Goa.pdf (807KB)



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

From: Santosh Kumar <santosh.kumar@npcindia.gov.in>

Date: Jul 9, 2019 2:16:15 PM

Subject: Residential Training Programme on "Digital Workplace: Essentials for Non-IT Executives" from 16-20 September, 2019 at Goa - Request for Nominations.

To: Santosh Kumar <santosh.kumar@npcindia.gov.in>

P.O. No.: NPC/HQ/IT/Trg/04/2019-20
Dt.: 09/07/2019

Sub: Residential Training Programme on "Digital Workplace: Essentials for Non-IT Executives" from 16-20 September, 2019 at Goa - 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 16-20 September, 2019 at Goa.

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, Financial Institutions and/or Academic and/or Research Institutions. The details of the programme and their coverage are provided with brochure enclosed herewith.

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 51,000/- plus 18% GST Per Participant. The Non-residential participation fees will be Rs. 38000/- plus 18% GST per participant favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

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.

Thanking you and looking forward to receive nominations.

Yours faithfully

Giri Chandra
m. circulate it
DCIT (Admin)

NIKHIL PANCHBHAI
DIRECTOR & GROUP HEAD (IT)
NATIONAL PRODUCTIVITY COUNCIL
(UNDER MINISTRY OF COMMERCE AND INDUSTRY, GOVT. OF INDIA)
5-6 INSTITUTIONAL AREA, LODI ROAD
NEW DELHI -110003
PH. NO. :-(011)24607321
MOBILE:- 08368398480
Email: nikhil.p@npcindia.gov.in

Encl: Programme Brochure



NATIONAL PRODUCTIVITY COUNCIL

www.npcindia.gov.in

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME

DIGITAL WORKPLACE: ESSENTIALS FOR NON-IT EXECUTIVES

16 - 20 September, 2019 at Goa

PROGRAM OBJECTIVE

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:

- Understanding Productivity-- An organizational context
- 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 aimed at officials of all levels from state and central Governments, Public Sector Units, Financial Institutions and/or Academic Institutions. No prior experience of handling IT or e-Governance projects is essential.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 51,000 /- per participation per programme plus GST @ 18% (presently) amounting to Rs. 60180/- (Rupees Sixty Thousand One Hundred and Eighty Only) Per Participant. The Non-residential participation fees will be Rs. 38000/- plus presently applicable plus GST @ 18% amounting to Rs. 44840/- per participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.

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.

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	16-20 September, 2019 at Goa
Programme Code	NPC/HQ/IT/Trg/04/2019-20
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	16 September, 2019 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	20 September, 2019 Forenoon

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: AAATNO402F
- 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 GoI 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.

FOR FURTHER DETAILS PLEASE CONTACT

Shri Nikhil Panchbhai, Group Head (IT)

National Productivity Council
(Under Ministry of Commerce and Industry, Govt. of India)
5-6 Institutional Area, Lodi Road
New Delhi -110003
Ph. No. :-(011)24607321
Mobile:- 08368398480
E-Mail: nikhil.p@npcindia.gov.in

Ms. Usha Singh, JFO (IT)

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E-mail: usha.singh@npcindia.gov.in