



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.

टेलि.नं./Tel. No. 040 – 23425474, फ़ैक्स /Fax 040-23241427

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

Date:18 .07.2023

TRAINING CIRCULAR

- विषय/Sub:** Request for nominations in NPC Training Programs “Productivity Improvement through Team Building and Effective Communication” from 18th to 22nd September, 2023 at Goa - Reg.
- संदर्भ/Ref:** Email received from National Productivity Council (NPC), New Delhi, dated:12.07.2023.

Please refer to the above.

National Productivity council, New Delhi is going to conduct residential training programmes on “**Productivity Improvement through Team Building and Effective Communication**” from 18th September, 2023 to 22th September, 2023 at Goa. The Participation fee for training program is Rs. 58,000/- for 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 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

Subject: Fwd: Request for nominations in NPC Training Programs "Productivity Improvement through Team Building and Effective Communication" From 18th to 22nd September, 2023 at Goa.

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



Date: 07/12/23 11:51 AM

From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

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

From: vikas.meena@npcindia.gov.in

Date: Jul 12, 2023 11:40:19 AM

Subject: Request for nominations in NPC Training Programs "Productivity Improvement through Team Building and Effective Communication" From 18th to 22nd September, 2023 at Goa.

To: hyderabad.pccit@incometax.gov.in

NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Government of India)
www.npcindia.gov.in

No:IE/GN/T12/465/23-24

Dear Sir / Madam,

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. We are pleased to announce our Residential Training Program on "Productivity Improvement through Team Building and Effective Communication" From 18th to 22nd September, 2023 at Goa.

Through our training programs, we aim to equip government employees with the knowledge and skills required to enhance productivity, promote effective communication, and strengthen team dynamics.

This training program 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 program fee is ₹58,500 /- + 18% GST for residential participants, including boarding, lodging, course material kit, and professional charges. For non-residential participants, the fee is ₹36,000 /- + 18% GST, including lunch, course material kit, and professional charges. The program details, including its aim, coverage, participant profile, methodology, faculty, dates, location, payment details, and registration process, are available in the brochure at our website (Brochure Link).

Please take advantage of this opportunity by nominating officials from your organization. For further clarification, feel free to contact us at 8866943946 or email us at vikas.meena@npcindia.gov.in. We appreciate your support and look forward to your prompt response.

Thanking you.

Vikas Meena

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Deputy Director

For Regional Director

National Productivity Council

(Under Department for Promotion of Industry and Internal Trade,
Ministry of Commerce & Industry, Government of India)

E-5 GIDC Electronic Estate Gandhinagar, Gujarat 382028,

Contact: +91 88669 43946, +91-79-23287344

vikas.meena@npcindia.gov.in,

www.npcindia.gov.in

**ANNUAL CALENDAR OF RESIDENTIAL
TRAINING PROGRAMMES (2023-24)**

You can send your nominations on email: vikas.meena@npcindia.gov.in

Sr. No.	Title of Programme (You can Download Program Brochure by clicking on below mentioned training programs.)	Date	All Levels	Location	Programme Fee (Excluding GST) in Rs. (Residential)	Programme Fee (Excluding GST) in Rs. (Non-Residential)
1	Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff.	17-21 July,2023	All Levels	Manali	Rs. 58500 /-	Rs.36000/-
2	Programme on Retirement and Wellbeing after Succession-planning & Handover (PRaWeSH)	07-11 August, 2023	All Levels	Goa	Rs. 58500 /-	Rs.36000/-
3	Productivity Improvement through Team Building and Effective Communication.	18-22 Sept. 2023	All Levels	Goa	Rs. 58500 /-	Rs.36000/-
4	Office effectiveness Management with focus on Lean Office, 5S and Productivity improvement practices.	20 –24 Nov. 2023	All Levels	Jaisalmer	Rs. 58500 /-	Rs.36000/-
5	Digital Transformation through E-Governance & ICT	18-22 Dec. 2023	All Levels	Goa	Rs. 58500 /-	Rs.36000/-

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, Gujarat – 382
028**

Program Coordinator Vikas Meena(Deputy Director)

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
- In the case of ECS Payment, the payment details should be intimated accordingly along with the UTR number.
- DD/Cheque should be drawn in the name of our regional Office - NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- **PAN No:** AAATN0402F, GSTIN: 24AAATN0402F1ZC