

# E- GOVERNANCE & Advanced IT TOOLS

16<sup>th</sup> to 20<sup>th</sup> December 2019 at Goa

Training program on the above mentioned topic is also scheduled  
from 17<sup>th</sup> to 21<sup>st</sup> February 2020 at Goa



## NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

E-5, G.I.D.C. Electronic Estate, Gandhinagar, Gujarat, India-382 028

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## INTRODUCTION

The enabling role of the e-Governance & Advance IT Tools encompassing Information and Communication Technology in the delivery of services in the public and Government Sector has gained acceptance. 'SMART' Governments and citizen's empowerment have become buzz words for the policy makers.

e-Governance & Advance IT Tools has become a vital part of many successful Government programmes and schemes as the opportunities are large and benefits are significant. Successful implementation of e-governance requires the ability and willingness to re-engineer the Government processes and the skills to manage large scale change in addition to technological infrastructure.

Further, as Advance IT Tools becomes integral part of getting work done at the workplace, Government organizations would have to transform in Digital Organizations. As in e-governance the Citizen comes first, like wise in a Digital Organization, the employee comes first. So for any transformation that takes, the relentless focus is on employees. In capacity building of employees on the subject "e-Governance", NPC is organizing the program.

## BROAD COURSE CONTENT

- Introduction to E-Governance
- E-Governance In the digital Era-an overview
- Emergence of digital technology –Technology Trends
- Office automation and communication tools
- E Governance –Process Re-engineering
- Building Knowledge driven culture of innovation
- Modern Office Management Practices
- Technological Challenges in the digital era
- Case studies, Presentations and panel discussions
- Digital Office: IT tools for Productivity Enhancement

## TARGET PARTICIPANTS PROFILE

All employees 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, Academic Institutions, etc.

## PROGRAM FEE & PROGRAMME SCHEDULE:

\* Participants can choose any one among these two schedules of program on same topic as given below:

### First Schedule: From 16th to 20th December 2019 at Goa

(Program order No - IE/GN/ T12/261/ 2019-20)

The participation fee on a Residential basis:	Rs. 48750/- Plus 18% GST (Residential Participant) Rs. 29050/- Plus 18% GST (Non-Residential Participant) GST may not be applicable to Central/State Ministries
Check-In at the Hotel/Resort:	12 Noon Onwards on 16 <sup>th</sup> December 2019
Check Out at the Hotel/Resort:	Before 11 AM on 20 <sup>th</sup> December 2019
Programme session starts on	16-12-2019 at 14:30 hrs.
Programme session closes on	20-12-2019 at 11:00 hrs.
The Last date for receiving confirmed nominations	09 <sup>th</sup> December 2019

### Second Schedule (repeat program): From 17th to 21st February 2020 at Goa

(Program order No - IE/GN/ T12/262/ 2019-20)

The participation fee on a Residential basis:	Rs. 48750/- Plus 18% GST (Residential Participant) Rs. 29050/- Plus 18% GST (Non-Residential Participant) GST may not be applicable to Central/State Ministries
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Check-In at the Hotel/Resort:	12 Noon Onwards on 17 <sup>th</sup> February 2020
Check Out at the Hotel/Resort:	Before 11 AM on 21 <sup>st</sup> February 2020
Programme session starts on	17-02-2019 at 1430 hrs.
Programme session closes on	21-02-2019 at 1100 hrs.
The Last date for receiving confirmed nominations	10 <sup>th</sup> February 2020

**Participant need to attend only one program schedule either in December 2019 or February 2020 slots.**

## **FACULTY & METHODOLOGY:**

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

## **GENERAL INSTRUCTIONS**

- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s) and site visits.
- Choice of the room would not be entertained by NPC since it is totally at the discretion of the hotel.
- Early check-in and late check-out after 11 AM are subject to availability at the hotel.
- Field Visit: Would be arranged by NPC on the third day of the training program, from 1400 hrs. to 1800 hrs.
- Settlement of Bills: The hotel has been instructed to open separate folio for each participant. You are requested to settle your dues regarding family members, laundry, telephone, mini bar, room service, overstay, etc. before checking out.
- NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost, which they may can reimbursement from their respective departments. For the same NPC can facilitate by providing a certified letter regarding your own stay.
- Hotels may change as per the availability & any room service will be chargeable.
- NPC is not liable for personnel expenses, boating, portorage, theft, accidents etc.
- In unforeseen circumstances if training program gets cancelled NPC won't be liable for any charges.
- Always carry your original ID proof while traveling, with the same name on travel tickets (Voter ID is valid for Kathmandu).
- Indian food is not guaranteed and local food may be served at Hotel. Participants must be ready to accept local food.
- oDuring Field visit/sight seen you should adhere to the time announced by the Training coordinator, failing which you will have to come to the next place on your own expenses.
- There may be changes in the training schedule and sightseeing if any odd situation arises & the same has to be adhered to.
- Special requests like early Check In, late Check Out, Smoking room, Non-smoking room etc. will be subject to availability and hotel policy.
- Dining Arrangements have been made at the dining hall of the hotel & its general timings are:
- Breakfast - 08.00 Hrs. to 09.00 Hrs., Lunch - 13.00 Hrs. to 14.00 Hrs., Dinner - 08.30 pm to 10.30 pm
- Participation Fee: Nominating authority shall inform to NPC official mail about applicable participation fee (UTR/DD/Cheque Details).
- For residential participants the hotel booking has been made for 4 nights only

- Participant is requested to inform about the schedule of check in-checkout at Hotel. Since this would help the hotel to serve participants better.
- The arrangement at the hotel is inclusive of (Room service will be chargeable)
- Coffee/ Tea Maker in each room for Bed Tea, 1 Nos of water bottles
- Breakfast, Lunch and Dinner at Dining Hall
- Forenoon and Afternoon Tea at Conference Hall

## CERTIFICATE OF PARTICIPATIO

- NPC will give the certificate of participation to each participant in the conclusion of the programme.

## PAYMENT DETAILS

Fee is to be paid by DD/Cheque in the name of

**“National Productivity Council”  
Payable at Gandhinagar, Gujarat**

**PAN No. - AAATN0402F,  
GST No. - 24AAATN0402F1ZC**

ECS Payment details:

Indian Overseas Bank, 70, Golf Link Branch,  
New Delhi,

**SB A/C No. 026501000009207;  
MICR – 110020007; IIFSC No. IOBA0000265**

In case of ECS payment (NEFT/RTGS), the payment detail may kindly be intimidated along with UTR number accordingly to programme coordinator.

\*It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.

## REGISTRATION PROCESS:

The nominating authority should ensure that the nominations are sent with Nominating authority's & Participant's Name, Designation, Department/Section, Landline, Fax,& Mobile Nos. and Email ID in nomination letter and should reach to our email "[gandhinagar@npcindia.gov.in](mailto:gandhinagar@npcindia.gov.in)" or [vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in) or on our corresponding address. For any correspondence related to this programme please mention the name of training program & Program Order No. mentioned above in the table.

## : CONTACT DETAILS :

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## : CORRESPONDENCE ADDRESS :

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