

GOVERNMENT OF JAMMU AND KASHMIR
Department of Law, Justice and Parliamentary Affairs
(Legislation Section) Civil Secretariat
Jammu/Srinagar

O.M. No: LAW-Leg/111/2022-10 [239541]
Dated: 11 -06-2024

Subject: Seeking nominations for Training Programme on Stress Management & Work Life Balance during July 15-19, 2024 at Mount Abu-regarding.

The undersigned is directed to forward to all the Special Secretaries/Director Finance/ Additional Secretaries/ Deputy Legal Remembrancers/ Senior Law Officers/ Assistant Legal Remembrancers/ Assistant Director (P&S) of the Department of Law, Justice and Parliamentary Affairs, a copy of e-mail dated May 30, 2024 along-with its enclosure(s) received from National Productivity Council (NPC), Jaipur, regarding the subject cited above. In this connection, it is requested to furnish your willingness for participating in the Training Programme on Stress Management & Work Life Balance from July 15-19, 2024 at Mount Abu to the Legislation Section of the Department within a week's time.

Reyaz Ali Bhat
11.06.24

(Reyaz Ali Bhat)
Assistant Legal Remembrancer

Janvez
11.06.24.

**Special Secretaries/
Director Finance/
Additional Secretaries/
Deputy Legal Remembrancers/
Senior Law Officers/
Assistant Legal Remembrancers/
Assistant Director(P&S)
Department of Law, Justice and P.A**

Encls: (As above)

Copy to In-charge Website section of the Department for uploading the same on the official web-site for information.

Seeking nominations for Training Programme on Stress Management & Work Life Balance during July 15-19, 2024 at Mount Abu

Thu, May 30, 2024 12:44 PM

From : NPC Jaipur <jaipur@npcindia.gov.in>
Subject : Seeking nominations for Training Programme on Stress Management & Work Life Balance during July 15-19, 2024 at Mount Abu
To : Law Department <Law-jk@nic.in>

To,
Special Secretary to Government
Law Department
J&K Govt.
Civil Secretariat, Room No.223
Srinagar
Jammu & Kashmir

Sub:- Seeking nominations for Training Programme on Stress Management & Work Life Balance during July 15-19, 2024 at Mount Abu

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its Training Programme on "Stress Management and Work Life Balance during July 15-19, 2024 at Mount Abu

NPC has designed a condensed training programme on Stress Management and Work Life Balance to enhance the knowledge and competence levels of the government and public sector officials on the topics. The programme aims at facilitating the participants to acquire competencies necessary for handling the stress and work life balance issues efficiently & effectively. The programme also enlightens participants on aspects for organizational health and its well being.

The programme is designed for officials working across different functional areas of management including administration, production, finance, personnel & training/HRD, Purchasing, PA, PS & Staff attached to Sr. level officials to etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations, Autonomous Institutions etc.

The brochure with programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal. The Programme fee of **Rs.59500/- + 18% GST (Rs. Fifty Nine Thousand Five Hundred Only + 18% GST)** for residential participants is inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or **Rs.39500/- + 18% GST (Rs. Thirty Nine Thousand Five Hundred Only + 18% GST)** for non-residential participants is inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this programme and nominate a few officials from your organization. Kindly feel free to call us at **0141-2703573, 2702935, 8826628448, 9414387196** or email us at jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and an early response.

NPC also conduct Certification Training Programme on various administrative and technical topic for bank and PSUs in

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
announces Training Programme on
“Stress Management & Work Life Balance”
From July 15-19, 2024 at Mount Abu

INTRODUCTION

The pace of change is becoming faster, leading to higher degree of uncertainty, stress and strain on the officials at all levels of the organisation. Success of any organisation depends directly on the effectiveness of its people, executive stress has direct bearing on the performance and the health of the people. People react differently to stress at different times. Sometimes they thrive on it but sometimes they are unable to bear it. Sometimes they thrive on it but sometimes they are unable to bear it. It is important that executives/ officers learn about the sources and nature of stress and learn how to manage it to remain effective and healthy.

One common challenge that employees across various organizations seem to face is finding work life balance. We often think about work-life balance as the trade-off between time spent at work and time spent on other non-work activities. In an ideal world, this line of thinking goes, after work, we're able to do things that nourish us as people — whether that's spending time with friends, family, or engaging in a hobby. This idea of “balance” is easy enough to explain, but can become tough when it comes to implementation. This program shall focus on the aspects of work – life balance and strategies to implement them in real life.

OBJECTIVES

- To develop understanding about stress and stressors.
- To create awareness about the changes required to be able to cope up with stressful and burn out situation
- To learn and maintain a true balance between their personal and professional life.
- To provide life skills essential to maintain a healthy work life balance.

CONTENTS

- Changing work environment and its impact
- Stress and its effects on individual
- Causes of Stress and Stress Management Strategies
- Managing and supporting employee wellness
- Effective time Management Skills
- Nature and type of time wasters
- Work Life Balance

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, Purchasing, PA, PS attached to Sr. level officials from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations, Autonomous Institutions etc. The details of the programme and their coverage are provided with brochure enclosed herewith.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 59,500 /- + 18% plus GST per participant. (Rs. Fifty Nine Thousand Five Hundred Only + 18% GST. The Non-residential participation fees will be Rs. 39500/- + 18% plus GST per participant (Rs. Thirty Nine Thousand Five Hundred Only + 18% GST). The programme is residential/ Non Residential as opted. The programme includes course material and professional charges. The programme is residential/ Non Residential as opted.

& invited speakers from organizations of eminence. Methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises.

VENUE & DATES:

Programme Dates & Venues	July 15-19, 2024 Mount Abu
Arrival day (Check in time at Hotel) Programme starts at	July 15, 2024 FN 1300 hrs. July 15, 2024 at 1600 hrs.
Departure day (Check out time at Hotel) Programme concludes at	July 19, 2024 FN 1000 hrs. July 19, 2024 at 1000 hrs.

Early Check-In and Late Check-out is subject to availability of rooms at the hotel

REGISTRATION:

Nominations along with participants details, name, designation, organisation, contact address, email, GST No. of organisation phone, mobile no. whether residential or non residential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur at least 7 days before the start of the programme to:

The Programme Director
National Productivity Council
 SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan

PAYMENT DETAILS:

- Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
- PAN NO: AAATN0402F, GST No. 08AAATN0402F1Z6
- ECS Payment Details: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004
 A/c No. 40084592614, NEFT/RTGS/IFSC No. SBIN0031477, Branch Code : 031477
- In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS:

- Kindly provide GST No. of the organisation for issuance of the bill..
- GST as per GOI Rules (presently @ 18%) as per the GoI guidelines.
- Overstay if any has to be settled by participants directly to the hotel.

FOR FURTHER DETAILS PLEASE CONTACT:

Programme Director
 National Productivity Council
 SB-96, JLN Marg, Bapu Nagar,
 Jaipur – 302015, Rajasthan
 Fl. 0141-2702935, 2703573 Mobile No: 8826628448

E-Mail: jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in Website: www.npcindia.gov.in

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NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
CALENDAR OF TRAINING PROGRAMMES April 2024 - December 2024

No.	Title of the Programme	Duration & Dates	Level	Venue	Fee (R) & NR	pdf
1	Modern Office Administration Management, Focus: HR & Digital India	June 17-21, 2024	Sr. & Middle Level	Mussoorie	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)	
2	Stress Management & Work Life Balance	July 15-19, 2024	All Level	Mount Abu	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)	
3	Developing Managerial & Leadership Skills	July 22-26, 2024	Sr. & Middle Level	Udaipur	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)	

