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) Assistant Legal Remembrancer

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.

អាងiNo. LAW-Leg/i11/2022-10-Law, Justice and Parliamentary Affairs (Computate Depair Line) 4511015(1)/2024/0/o Clerical Hall

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

From: NPC Jaipur < jaipur@npcindia.gov.in>

Thu, May 30, 2024 12:44 PM

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, 2 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 <u>Jaipur@npcindia.gov.in</u>, <u>himanshu.rg@npcindia.gov.in</u> in case any further clarification is required. We look forward to your continuous support and an early response.

NPC also conduct Cer-ification Training Programme on various administrative and technical topic for bank and PSUs in General and Involve Office low HAJIM DETHIONENTA (LAWNER BUNDA LAGRETIANT, Law, Justice and Parliamentary Affairs on 12/06/2024 10:44 am

Director

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

announces Training Programme on

"Stress Management & Work Life Balance" From July 15-19, 2024 at Mount Abu

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

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 it simpact
- 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

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.

The programme fees on residential basis is Rs. 59,500 /- + 18% plus GST per participant. (Rs. Fifty Nine Thousand Five PARTICIPANT FEE Hundred Only + 18% GST. The Non-residential participation Fees will be Rs. 39500/- + 18% plus GST per participant (Rs. Generated hime officeum and It in a thong lactans are limited to the contract of the contract stationery, course material and professional charges. The programme is residential/ Non Residential as opted..

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would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participantcentered conceptual deliberations, involving case studies, individual and group exercises.

VENUE & DATES:

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ENUE & DATES:	July 15-19, 2024
Programme Dates & Venues	Mount Abu
	July 15, 2024 FN 1300 hrs.
Arrival day (Check in time at Hotel)	July 15, 2024 at 1600 hrs.
Programme starts at	July 19, 2024 FN 1000 hrs.
Departure day (Check out time at Hotel)	July 19, 2024 at 1000 hrs.
Programme concludes at	July 207

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

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 1
- PAN NO: AAAT 10402F, GST No. 08AAATN0402F1Z6 2
- 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 détails 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

Ph. 0141-2702935, 2703573 Mobile No: 8826628448

E-Mail: jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in Website: www.npcindia.gov.in Save Paper, Save Tree, Save Environment. Please don't print this e-mail unless you really need to.

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

No.	Title of the Programme	Duration & Dates	Level	Venue	Fee (R) & NR	pdi
1	Administration & Management, Focus: HR	June 17- 21, 2024	Sr. & Middle Level	Mussoori e	(R) Rs.39500/-+GST	
2		July 15-19, 2024	All Level	Mount Abu	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)	
3	Developing Managerial & Leadership Skills rom eOffice by RAJIV RATHORE. JA(LAW)-R		3 Sr. & Middle T. Lalv. dyselde ar	Udaipur d Parliamentary	Rs.59500/-+GST (R) ATRS.39506/24GST	am

No.	Developing HR	July 29 – Augtist e2an 24	d Parliame	ntary Affa	i(R)(Computer No. 239 Rs.39500/-+GST
15(1)/ 5	Advance Course on Secretaria' Effectiveness,	August 5-	All Level	Jaipur	(NR) Rs.59500/-+GST (R) Rs.39500/-+GST
-	Capacity Building Programme	August 17-	Sr. &	Udaipur	(NR) Rs.59500/-+GST
6	General Financial Rule GFR Tendering & Contract Management	21, 2024	Middle Level		(R) Rs.39500/-+GST (NR)
7	Administrative Effectiveness, Focus: Preventive Vigilance & e- Procurement	September 16-20, 2024	Sr. & Middle Level	Udaipur	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)
8	Finance& GFR for functional & Non Finance Executives	October 14-18, 2024	All Level	Jaipur	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)
9	Advance Course on Secretarial Effectiveness, Capacity Building Programme	November 18-22, 2024	Sr. & Middle Level	Udaipur	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)
10	Administrative Effectiveness, Focus: POSH & RTI	December 9-13, 2024	Sr. & Middle Level	Goa	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)
11	Future Leadership Development Programme for organisational effectiveness productivity	December 16-20, 2024	Sr. & Middle Level	Udaipur	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)

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*The detailed brochure is available on www.npcindia.gov.in or would be available 10-12 weeks before commencement of the programme on request through mail. (Save Paper, Save Tree)

*The training programmes are residential (R) includes boarding and lodging arrangement for 4 nights, check-in day 1 (FN) check-out day 5 (FN) or non-residential (NR) includes working lunch, can be opted as per option.

*In General Programme starts at 1600 hrs. on day 1 and conclude at 11.00 hrs. on day 5.

*Customised Training Module at Company premise/ neutral venue can be organised on above topics for 15-20 participants in each batch on mutually agreed dates, venue, financial implications and terms and condition

*Fee is excluding of GST and will be added as per applicable on fee at present @ 18%.

*Fee is to be paid by DD/ Cheque in the name of "National Productivity Council" Jaipur or through ECS

*Bank Name: Bank Name: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur 302004

*Bank Account No: 40084592614, Branch Code: 031477, IFCS/RTGS/NEFT Code:SBIN0031477,

*PAN No: AAATN0402F, TAN NO: JPRN00099B GST No: 08AAATN0402F1Z6

*Please let us know your tentative requirements; this would help us serve your better.

For details please contact
Programme Director
NATIONAL PRODUCTIVITY COUNCIL
SB-96, J.L.N.Marg, Bapu Nagar, JAIPUR 302004
Phone: 0141-2702935, 0141-2703573, 9414387196
e-mail:jaipur@npcindia.gov.in, Web: www.npcindia.gov.in

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