

No.42/01/2024-5Trg.  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 23<sup>rd</sup> July, 2024

To

All the Administrative Secretaries to Govt. Haryana.

**Subject:- NPC Residential Training Program on "Procure Management & Financial Management" (September 9-13,2024) - Gangtok, Sikkim- Request for Nominations.**

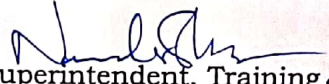
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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 17.07.2024 received from Sh.Rajesh Sund, Director, Economic Services, NPC Faculty & Programme Coordinator .This e-mail has been uploaded on the website of Chief Secretary Haryana i.e. (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,

  
Superintendent, Training *Sh*

**Endst. No. 42/01/2024-5Trg.**

Dated Chandigarh, the 23<sup>rd</sup> July, 2024

2. A copy of the above is forwarded to Sh.Rajesh Sund, Director, Economic Services, NPC Faculty & Programme Coordinator, NPC (Under Ministry of Commerce & Industry, Government of India), w.r.t. his e-mail letter dated 17.07.2024 for information.

  
Superintendent, Training



Training Branch  
Diary No. 87627  
18/07/2024

File No: 42/01/2024-585

Training Branch <branchtrg@gmail.com>

**Fwd: NPC Residential Training Program on "Procurement Management & Financial Management" (September 9-13, 2024)- Gangtok, Sikkim -Request for Nominations**

1 message  
Prabhjot Singh <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

From: "rajesh sund" <rajesh.sund@npcindia.gov.in>  
To: "Prabhjot Singh" <ssps@hry.nic.in>

Sent: Tuesday, July 16, 2024 1:37:28 PM

Subject: NPC Residential Training Program on "Procurement Management & Financial Management" (September 9-13, 2024)- Gangtok, Sikkim -Request for Nominations

**Sub: NPC Residential Training Program on "Procurement Management & Financial Management"  
(September 9-13, 2024)- Gangtok, Sikkim -Request for Nominations**

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce, Government of India is pleased to announce a Residential Training Program on **Procurement Management & Financial Management** during Sept 9-13, 2024 at Gangtok, Sikkim.

NPC Training Program has been designed to inculcate the importance of Public Procurement & Financial Management by updating skills, knowledge on best practice; manage procurements and contracts in the public sector environment within the organization. The Training shall also emphasize various aspects of managing financial resources productively in improving managerial effectiveness and performance.

The Residential Training Program has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Banks, Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE) etc., for improving their Administrative and Financial Capabilities.

The participation fee is Rs. 60,000/- for Residential Participants and Rs. 44,000/- for Non-Residential Participant. GST @18% per participant is applicable on Participation Fee.

We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Official: Residential Training Program.

Please confirm the participations latest by Aug. 26<sup>th</sup>, 2024. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,

(Rajesh Sund/राजेश सण्ड)

Director (Economic Services)/निर्देशक (इकनॉमिक सर्विसेज)

और/and कार्यक्रम संचालक/Program Coordinator

राष्ट्रीय उत्पादकता परिषद/ National Productivity Council

नई दिल्ली - ११०००३/ New Delhi - 110003

दूरभाष - ०११- २४६०७३०३/८७९९७८४७१५

Phone -011-24607303/8799784715

Email: rajesh.sund@npcindia.gov.in

## ABOUT TRAINING PROGRAM

### 1. LEARNING OBJECTIVES

- To understand the kind of system and practices existing in Procurement Management and to evolve better methods.
- To understand the General Financial Rules in Public Procurement
- To understand the importance of early resolution of disputes related to supply chain and the mechanisms to deal.
- To understand the pitfalls of Financial Management

## BROAD PROGRAMME COVERAGE

- Concept of Public Procurement Management
- Procurement of Consulting Services
- Contract Management & Vendor Selection
- Approaches to Financial Management
- Tools and Techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

## 3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success exercises/discussions.

## 4. PARTICIPANTS' PROFILE

Officials awarding public contracts or new to the process of procuring public work, or, who wants an understanding of the foundations of the procurement functions in Centre & State Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Boards, Financial Institutions, Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume this role in future.

## 5. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

## 6. PROGRAMME FEE & VENUE

Programme Code: T2425ECO04	
Participation Fees	<b>For Residential Participants-- Rs. 60,000</b> (Rupees Sixty Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. <b>For Non-Residential Participants-- Rs. 44,000</b> (Rupees Forty-Four only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.
Programme Schedule	<b>Gangtok, Sikkim (Sept 09-13, 2024)</b> <b>Programme starts on 09-09-2024 at 1530 hrs.</b> <b>Programme closes on 12-09-2024 at 1800 hrs.</b> Check in for Residential Participants: <b>09-09-2024 (AN)</b> Check out for Residential Participants: <b>13-09-2024 (FN)</b>
NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked on first-come-first-served basis subject to realization of participation fee before the last date of submission of nominations.	
For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,000 and Rs.8,000 respectively for the entire duration, payable directly to the hotel by the participant.	
<b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations (If atleast, communicated minimum of 3 days in advance, otherwise deduction applicable as per hotel discretion)</b>	

## 7. PAYMENT DETAILS

Programme Fee inclusive of GST to be paid in advance and proof of payment to be attached.	
<ul style="list-style-type: none"><li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li><li>• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.</li><li>• Programme Fees per Participant plus GST to be paid in advance.</li><li>• NPC'S PAN No: AAATN0402F,</li><li>• NPC'S GSTIN: 07AAATN0402F1Z8</li></ul>	

## 8. HOW TO APPLY

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Cor
1						



**Details of Nominating Authority:**

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS / N.

Cheque, DD):

Also provide GST No. of Organization/Institution along with details of UTR No. towards Participation fees including GST @18%

Exempted

☐ Tick, if Organization is GST Exempted OR ☐ O

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

As per GST 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, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the aforesaid GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breach or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

**DECLARATION**

I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

**9. GENERAL INSTRUCTIONS**

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, but are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee is non-refundable, however, substitutions are allowed.
- NPC shall not bear any charges towards participants' travel from their residence / place of stay and the training program venue. All participants should make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.

> Nominations may be sent to the following address:

**Shri Rajesh Sund**

**Director (Economic Services), NPC**

**Faculty & Programme Coordinator**

**Ph.91-11-24607303/8799784715**

**Email: rajesh.sund@npcindia.gov.in**

> Last date for Receiving of Nominations: 26-08-2024

## UPCOMING RESIDENTIAL TRAINING PROGRAMS

PROGRAMME	DATES	VENUE
Effective Office Administration and Financial Management	Oct 14-18, 2024	Varanasi, Uttar Pradesh
Stress Management and Strategic Financial Planning for Organizational Excellence	Nov 18-22, 2024	Port Blair, A & N
Project Management and Financial Management	Dec 16-20, 2024	Gangtok, Sikkim
Effective Office Administration and Financial Management	Jan 20-24, 2025	Port Blair, A & N
Procurement Management and Financial Management	Feb 17-21, 2025	Port Blair, A & N
Conflict Resolution and Strategic Financial Management	Mar 24-28, 2025	Gangtok, Sikkim