

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

Dated, Chandigarh the 17th December, 2024

To

All the Administrative Secretaries to Govt. Haryana.

Subject:- NPC Residential Training Program on "Effective Office Administration & Financial Management" from January 20-24, 2025 (Port Blair, A&N)-Request for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 13.12.2024 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 *sl*

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

Dated Chandigarh, the 17th December, 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 13.12.2024 for information.


Superintendent, Training

Fwd: NPC Residential Training Program on "Effective Office Administration & Financial Management" Jan. 20-24, 2025 (Port Blair, A & N)- Request for Nominations
1 message

Dr. Aditya Dahiya <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

13 December 2024 at 13:33

From: "Rajesh Sund" <rajesh.sund@npcindia.gov.in>

To: "Dr. Aditya Dahiya" <ssps@hry.nic.in>

Sent: Friday, December 13, 2024 1:04:38 PM

Subject: NPC Residential Training Program on "Effective Office Administration & Financial Management" Jan. 20-24, 2025 (Port Blair, A & N)- Request for Nominations

T2425EC008

13th Dec.
2024

Sub: NPC Residential Training Program on "Effective Office Administration & Financial Management"

Jan. 20-24, 2025 (Port Blair, A & N)- Request for Nominations

Sir/Madam,

Effective Office Administration and Financial Management are essential for any organization to maintain accountability, transparency and service excellence. Keeping in view of the requirements of today's organizations, National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on "Effective Office Administration & Financial Management" during Jan. 20-24, 2025 (Port Blair, A & N) to impart skills and techniques on the subject.

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

Participation fees are Rs. 65,000/- for Residential Participants and Rs. 48,000/- for Non-Residential Participants. GST @18% per Participant is applicable on Participation fees.

We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Executives/Officials to participate in the Residential Training Program.

Please confirm the participations latest by Jan. 06th, 2025. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours sincerely,

Rajesh Sund

Director (Economic Services)

Faculty & Programme Coordinator

Direct Phone: 91-11-24607303

Mob: 8799784715

Email: rajesh.sund@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To provide an understanding on the concept of Effective Office Administration and Financial Management.
- To help the participants to develop skills for Teamwork and Effective Communication.
- To understand various aspects of Financial Management.
- To provide the participants with an opportunity to share their experiences and to understand different managerial styles.

2. BROAD PROGRAMME COVERAGE

- Basic concepts on Effective Office Administration
- Leadership and Communication Skills
- Trends and Challenges in Office Management
- Organisational Communication and Team Performance
- Financial Decision Making & Valuation Techniques
- Tools and Techniques of Financial Risk Management

3. METHODOLOGY

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

4. PARTICIPANTS' PROFILE

Officers and Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Associations, Boards, Financial Institutions, NBFC & Autonomous Organizations etc. The Programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

5. FACULTY

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

6. PROGRAMME FEE & SCHEDULE

Programme Code	T2425ECO08
Programme Fees	<p>For Residential Participants-- Rs. 65,000 (Rupees Sixty-Five Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</p> <p>For Non-Residential Participants-- Rs. 48,000 (Rupees Forty-Eight Thousand 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.</p>
Program Schedule	<p>Jan. 20-24, 2025 (Port Blair, A & N)</p> <p>Programme starts on 20-01-2025 at 1430 hrs.</p> <p>Programme closes on 23-01-2025 at 1800 hrs.</p> <p>Check in for Residential Participants: 20-01-2025 (AN)</p> <p>Check out for Residential Participants: 24-01-2025 (FN)</p>
<p>For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,500 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant.</p> <p>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</p> <p>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 fees.</p>	

7. PAYMENT DETAILS

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

8. HOW TO APPLY

Please fill the following details of Nominated Participants and send to:

Email: rajesh.sund@npcindia.gov.in

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

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

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

Signature

_____Details of Proof of payment of Programme fee

(RTGS / NEFT Details; Cheque, DD);



Tick, if Organization is GST Exempted

OR if Organization is Not GST Exempted

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, State 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 a forementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches 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 at a later stage 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 of the nominations 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, however, substitutions 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 once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall 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 during the program.
- ❖ 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 the same at 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 family member, 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:06-01-2025**

FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

PROGRAMME	DATES	VENUE
Procurement Management and Financial Management	Feb 24-28, 2025	Port Blair, A & N
Conflict Resolution and Strategic Financial Management	Mar 24-28, 2025	Gangtok, Sikkim