

**42/01/2024-5Trg.**  
**HARYANA GOVERNMENT**  
**CHIEF SECRETARY OFFICE**  
**TRAINING DEPARTMENT**

Dated, Chandigarh the 22<sup>nd</sup> May, 2025

To

All the Administrative Secretaries of Haryana State.


**Subject: - NPC Residential Training Program on "Project Management & Financial Management" (June 23-27, 2025 at Leh, Ladakh).**

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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith letter along with its enclosures email dated 25.04.2025 received from Sh. Rajesh Sund, Director, Economic Services, NPC Faculty & Programme Coordinator. This letter and enclosures have been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>) for further necessary action accordingly.

Yours faithfully,

  
Superintendent, Training

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

Dated Chandigarh, the 22<sup>nd</sup> May, 2025

A copy of the above is forwarded to Sh. Rajesh Sund, Director, Economic Services, NPC Faculty & Programme Coordinator w.r.t their email dated April 25, 2025 for information.

  
Superintendent, Training

**Fwd: NPC Residential Training Programme on "Project Management & Financial Management" {June 23-27, 2025 at Leh, Ladakh}**

1 message

SSPS Haryana <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

25 April 2025 at 15:47

E- 1441077  
1140551 date 2004-2025  
STG

===== Forwarded message =====

From: Rajesh Sund &lt;rajesh.sund@npcindia.gov.in&gt;

To: "SSPS Haryana" &lt;ssps@hry.nic.in&gt;

Date: Fri, 25 Apr 2025 15:39:49 +0530

Subject: NPC Residential Training Programme on "Project Management &amp; Financial Management" {June 23-27, 2025 at Leh, Ladakh}

===== Forwarded message =====

T2526ESG02

25<sup>th</sup> April 2025**Sub: NPC Residential Training Programme on "Project Management & Financial Management" {June 23-27, 2025 at Leh, Ladakh}**

Sir/Madam,

*National Productivity Council (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 Programme on "Project Management & Financial Management" during June 23-27, 2025 at Leh, Ladakh.*

*Project Management is a professional discipline with a body of knowledge and a specific set of skills and competencies. Financial Management is the process of planning, organizing, controlling and monitoring resources. These are vital activities in any organization to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing project progress thereby contributing to transparency as well as accountability.*

*The Residential Training Programme 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), RAMP (Raising and Accelerating MSME Performance) & MNCs etc., for improving their Administrative and Financial Capabilities.*

Participation fee is Rs. 65,000/- for Residential Participants and Rs. 50,000/- for Non-Residential Participants. GST @18% per participant is applicable on Participation fees.

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

Please confirm the participations latest by June 09<sup>th</sup>, 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,*

(राजेश सण्ड/Rajesh Sund)  
निर्देशक (इकनोमिक सर्विसेज)/Director (Economic Services)  
और/and कार्यक्रम संचालक/Program Coordinator  
राष्ट्रिय 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

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28/4/25

**BRIEF ABOUT TRAINING PROGRAM****1. LEARNING OBJECTIVES**

- To impart concepts on Project Management and Financial Management to the Participants.
- To familiarize with Project Finances and decisions regarding estimating and overall Project Cost Management
- To provide insight into Project Planning, Implementation, Physical and Financial Management
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse Challenges.

## 2. BROAD PROGRAMME COVERAGE

- Concept of Project Management
- Participatory Project Planning
- Project Management Team, Roles and Responsibilities
- 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 stories and group exercises/discussions.

## 4. PARTICIPANTS' PROFILE

Officers & Officials from various functions of Central & State Government Departments, PSUs, Academic Institutions, Co-operatives, Corporations, MNCs, Labour Unions/Associations, Boards, Financial Institutions & 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 Experts & other Renowned and Experienced Trainers from the respective field.

## 6. PROGRAMME FEE & VENUE

Programme Code	T2526ESG02
Programme Fees	<p><b>For Residential Participants-- Rs. 65,000</b> (Rupees Sixty-Five Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</p> <p><b>For Non-Residential Participants-- Rs. 50,000</b> (Rupees Fifty 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 style="text-align: center;"><b>Leh, Ladakh (June 23-27, 2025)</b></p> <p><b>Programme starts on 23- 06-2025</b> at 1430 hrs.</p> <p><b>Programme closes on 26- 06-2025</b> at 1800 hrs.</p> <p>Check in for Residential Participants:   <b>23- 06-2025 (AN)</b></p> <p>Check out for Residential Participants:   <b>27- 06-2025 (FN)</b></p>
<p>For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,000 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant.</p> <p><b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b></p>	

## 7. PAYMENT DETAILS

Programme fee 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"> <li>• <b>ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</b></li> <li>• 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: <b>AAATN0402F</b>,</li> <li>• NPC'S GSTIN: <b>07AAATN0402F1Z8</b></li> </ul>

## 8. HOW TO APPLY

➤ Nominations may be sent to the following address:

**Shri Rajesh Sund**  
**Director (ES), NPC**  
**Ph.91-11-24607303/8799784715/9868844272**  
**Email: rajesh.sund@npcindia.gov.in**

**➤ Last date for Receiving of Nominations: 09-06-2025**

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

**Details of Nominating Authority:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Email ID: \_\_\_\_\_

Signature \_\_\_\_\_

**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.
- ❖ 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.
- ❖ Attendance is mandatory for all participants.
- ❖ 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.
- ❖ NPC shall offer a 5% discount on participation fees to organizations sponsoring more than 10 participants in any program.

**Forthcoming Residential Training Programs**

PROGRAMME	DATES	VENUE
Stress Management and Strategic Financial Planning for Organizational Excellence	July 21-25, 2025	Leh, Ladakh
Procurement Management and Financial Management	Sept 08-12, 2025	Gangtok, Sikkim
Effective Office Administration and Financial Management	Oct 13-17, 2025	Gangtok, Sikkim
Stress Management and Strategic Financial Planning for Organizational Excellence	Nov 17-21, 2025	Port Blair, A & N
Project Management and Financial Management	Dec 15-19, 2025	Gangtok, Sikkim

**Forthcoming Residential Training Programs**

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