

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

Dated, Chandigarh the 04th September, 2025

To

All the Administrative Secretaries to Govt. Haryana.



Subject:- NPC Residential Training Program on " Effective Office Administartion & Financial Management" from Oct, 13-17, 2025 (Gangtok, Sikkim) - Request for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 22.08.2025 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 

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

Dated Chandigarh, the 04th September, 2025

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 22.10.2024 for information.


Superintendent, Training

Fwd: NPC Residential Training Program on "Effective Office Administration & Financial Management" Oct 13-17, 2025 (Gangtok, Sikkim)- Request for Nominations

1 message

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

22 August 2025 at 11:24

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

From: <rajesh.sund@npcindia.gov.in>

To: "SSPS Haryana" <ssps@hry.nic.in>

Date: Fri, 22 Aug 2025 11:22:34 +0530

Subject: NPC Residential Training Program on "Effective Office Administration & Financial Management" Oct 13-17, 2025 (Gangtok, Sikkim)- Request for Nominations

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

T2526ESG05

22nd August 2025**Sub: NPC Residential Training Program on "Effective Office Administration & Financial Management"
Oct 13-17, 2025 (Gangtok, Sikkim)- 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 Oct 13-17, 2025 (Gangtok, Sikkim) to impart skills and techniques on the subject.

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 fees are Rs. 70,000/- for Residential Participants and Rs. 55,000/- 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.

Training Branch

CFMS/Diary No.

Date

107190

22/8/25

Please confirm the participations latest by Sept 30th, 2025. Please feel free to contact us in case of any further clarifications or queries.

Thank 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

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	T2526ESG05
Programme Fees	<p>For Residential Participants-- Rs. 70,000 (Rupees Seventy 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. 55,000 (Rupees Fifty-Five 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>Oct 13-17, 2025 (Gangtok, Sikkim)</p> <p>Programme starts on 13-10-2025 at 1530 hrs. Programme closes on 16-10-2025 at 1800 hrs. Check in for Residential Participants: 13-10-2025 (AN) Check out for Residential Participants: 17-10-2025 (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>	

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						
2						
3						
-						

-						
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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*):