

No. 4/2/2013-2Trg.

From

The Chief Secretary to Govt., Haryana,

To

All the Administrative Secretaries of Haryana State.


Dated Chandigarh, the 03.04.2013

Subject: Management Development Programme on 'Finance for Non-Finance Executives' from 29th April to 3rd May, 2013.

Sir/Madam,

I am directed to refer to the subject noted above and to enclose a copy of the letter alongwith its enclosures received from Sh. K.P. Kaushik, Professor (Finance and Accounts), National Institute of Financial Management (Ministry of Finance, Govt. of India), for your perusal at the website <http://csharyana.gov.in> and request you to consider and circulate the same amongst suitable officers working under your kind control so that they could be able to exercise their options in accordance with terms & conditions of the National Institute of Financial Management (Ministry of Finance, Govt. of India).

Yours faithfully,


Under Secretary Training,
for Chief Secretary to Govt. Haryana.



NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

(Ministry of Finance, Govt. of India)

K.P.Kaushik

Professor (Finance and Accounts)

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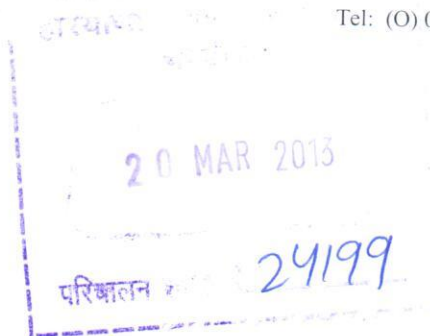
E-mail: kpkaushik@nifm.ac.in

kp_kaushik@hotmail.com



To

The Chief Secretary
Government of Haryana
Chandigarh-160019



Date:- 04/03/2013



Sub: - Management Development Programme on 'Finance for Non-Finance Executives' from 29th April to 3rd May, 2013

Dear Sir/Madam

The National Institute of Financial Management, Faridabad, is an autonomous Institute of Ministry of Finance, Government of India and operates as a Centre of Excellence in the field of Education, Training, Consultancy and Research in Financial Management. The Finance Minister is the President of the Institute.

The era of economic liberalization, globalization and privatization have necessitated familiarity with the principles of financial management for all managers and executives irrespective of the function they perform. Optimum allocation of resources, choice of funding and expenditure control are now recognized as issues that are of interest not just to the finance specialists, but to all executives at different levels. We are glad to inform you that, in view of this, the Institute will be conducting a five-day Management Development Programme on '**Finance for Non-Finance Executives**' at its campus from 29th April to 3rd May, 2013.

The programme has been designed to introduce various tools and techniques of accounting and financial management. This will result in a formal understanding of the subject that in turn will help the participating executives to take better decisions. The participants will also be given exposure to the applications of information technology in the areas of the accounting and finance.

The programme is designed to meet the needs of middle and senior level officers from Central and State Governments, PSUs of Central and State Governments, Autonomous Institutions and Private Sector Organizations managing a functional area other than finance. **Finance officers will also find the programme equally useful.**

The objectives of the programme along with the fee and detailed course contents are annexed with a request to nominate officers from your esteem organization. The last date for receiving the nominations is April 25, 2013 for the programme starting on April 29, 2013. If you need any other information, you may kindly contact the undersigned.

Early response will be highly appreciated.

Regards

Yours faithfully,

K.P. Kaushik
(K.P.KAUSHIK)

Encl: As above



**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
MANAGEMENT DEVELOPMENT PROGRAMME**

ON

'FINANCE FOR NON-FINANCE EXECUTIVES'

(April 29th – May 3rd 2013)

PROGRAMME OBJECTIVES

The objectives of the programme are:

- to develop the understanding of financial statements to appraise an organisation's performance through the analysis of financial statements;
- to appraise participants of the basic concepts of financial management such as time value of money, risk return trade off etc;
- to impart knowledge on major financial decisions such as financing decision, investment decision etc; and
- to introduce contemporary issues in finance and also the use of information technology in modern finance and accounting.

PROGRAMME CONTENTS

- Introduction to Financial Accounting
- Conceptual Framework of Financial Decision Making
- Financial Statements and Analysis of Financial Statements
- Accounting Standards: Indian and International
- Time Value of Money
- Cost of Capital
- Capital Structure and Leverage Analysis
- Cost Concepts and Break-even Analysis
- Budgeting and Accounting System in Government
- Mobilization of Resources: New Instruments
- Risk and Return
- Investment Decision (Capital Budgeting)
- Management of Working Capital
- Financial Services and Capital Markets
- Overview of International Finance
- Understanding Personal Taxation
- Information Technology and Financial Management
- Recent Developments in Financial Management: Financial Engineering, Derivatives etc

VENUE & DURATION

The venue of the programme shall be National Institute of Financial Management (NIFM), Faridabad. It will be a five-day residential programme commencing on 29th April, 2013.

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The programme is designed to meet the needs of middle and senior level officers from Central and State Governments, PSUs of Central and State Governments, Autonomous Institutions and Private Sector Organizations managing a functional area other than finance.

FEE

The fee for the programme is Rs.25,000/- (Rupees Twenty five thousand only) per participant. It includes Tuition Fee, Course Material, Boarding, Lodging and field visits, etc. during the programme. It does not include to and fro journey to NIFM and per diem. Accommodation to the participants will be provided in the Hostel of the Institute. Duly completed nomination form(s) along with Demand Draft for Rs 25,000/- per participating officer drawn in favour of '**Accounts Officer, NIFM**', payable at '**Faridabad / New Delhi**' may be sent to K.P.Kaushik, Professor (Finance and Accounts) and Programme Coordinator, NIFM, Sector - 48, Pali Road, Faridabad-121001, Haryana.

PROGRAMME CO-ORDINATOR

K.P.Kaushik, Professor (Finance & Accounts), Ph. No. 0129-2418865(O), 9312360874(Mobile)

Fax: 0129-2418867

E-mail: kpkaushik@nifm.ac.in, kp_kaushik@hotmail.com

OTHER CONTACT ADDRESS

Shri I.S. Ramnay, A. O. (MDP), NIFM, Ph. No. 0129-2465241(O), 09466031063 (Mobile)

E-mail: isramnay@gmail.com

Web Site: <http://www.nifm.ac.in>



NOMINATION FORM
'FINANCE FOR NON-FINANCE EXECUTIVES'
April 29th – May 3rd 2013

TO BE FILLED IN BY THE NOMINEE

Name _____

Male _____ Female _____ Age _____ Yrs.

Date of Birth _____ / _____ / _____

Designation _____

Organisation _____

Address for communication _____

City _____ PIN _____

Phone (O) _____ (R) _____

Mobile: _____ Fax: _____

Email: _____

Work Experience _____

TO BE FILLED IN BY THE SPONSOR

Name of the sponsor _____

Designation _____

Organisation _____

D.D.No. _____ dated _____

for _____ (@ Rs. 25,000/- per participant) drawn in
favour of "Accounts Officer, NIFM", payable at Faridabad/ New Delhi is
enclosed.)

Address for communication _____

City _____ PIN _____

Phone _____ Fax _____

E mail: _____ Date: _____

Signature of the Sponsor
With Stamp of the Organisation

Please return the completed form to:

K.P. KAUSHIK

Professor (Finance & Accounts) & Programme Coordinator

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

Sector – 48, Pali Road, Faridabad- 121001

Ph No. 0129-2418865, Mobile 9312360874 Fax: 2418867/ 2418859