

No. 4/38/2012-2Trg.

From

The Chief Secretary to Govt., Haryana,

To

All the Administrative Secretaries Haryana State.

Dated Chandigarh, the 3<sup>rd</sup> January, 2014.

**Subject:** Management Development Programme on "Improving Inter-Personal Relations and Team Spirit at Work Place" from 10.02.2014 to 14.02.2014.

\*\*\*\*\*

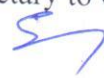
Sir/Madam,

I am directed to refer to the subject noted above and to enclose a copy of letter No. nil dated 02.12.2013 received from Sh. S.S. Khanka, Programme Coordinator, National Institute of Financial Management (Ministry of Finance, Government of India). National Institute of Financial Management, Faridabad for your perusal at the website <http://csharyana.gov.in> and request you to consider and circulate the same amongst suitable IAS officers working under your kind control so that they could be able to exercise their options by 24.01.2014 to this department (Training Branch) through proper channel.

Yours faithfully,

*Manjit Kumar*  
31/1/2014

Superintendent Training  
for Chief Secretary to Govt. Haryana.



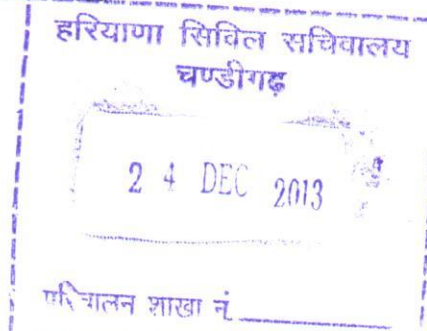
# NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

(Ministry of Finance, Govt. of India)

S. S. Khanka, M. Com., Ph. D.  
Professor (HR) & Programme Coordinator

To  
The Chief Secretary  
Govt. of Haryana  
Haryana Secretariat  
Chandigarh - 160 001

Tel: 0129-2418755 (O & Fax)  
0129-2465208(O)  
0129-2418876 (R)  
Mobile: 9560840090  
Fax: 0129-2418867  
E-mail: [khanka@nifm.ac.in](mailto:khanka@nifm.ac.in)



Date: 02-12-2013

Sub: - Management Development Programme on "Improving Inter-Personal Relations and Team Spirit at Work Place" (February 10-14, 2014)

Madam / Sir,

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 and other allied areas of topical interest. The Finance Minister is the President of the Institute.

People in organizations are related to each other in formal relationship. Good relationship between employees creates harmonious and healthy organizational climate and also fosters team spirit in the organizations. Team spirit generates synergy because in teams "together everyone achieves more." However, the most of the organizations suffer from poor and bad inter-personal relationships causing inter-personal differences, confrontations, cold-wars, and violence between employees. One of the serious implications of such relations is formation of groups leading to dysfunctional organizational politics. Experiences suggest that good inter-personal relationship and team spirit at work place improve performance and poor ones hinder. This, therefore, underlines the need for and significance of improving inter-personal relationships and team spirit at work places. It is against this backdrop, a five-day MDP on "**Improving Inter-personal Relations and Team Spirit at Work Place**" has been proposed during February 10-14, 2014

The programme has been designed to help the employees improve their inter-personal relations and team spirit at work places. Accordingly the topics for training have been selected to be imparted to the participant during the training periods. 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, Universities, and Research Institutes.

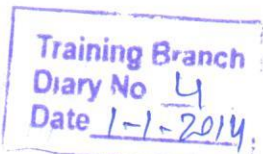
The objectives of the programme along with the detailed course contents are annexed with a request to nominate officers from your esteemed organization. The last date for receiving the nominations is February 3, 2014.

Early response will be highly appreciated.

Encl: As above

Yours sincerely,

(S. S. KHANKA)  
Programme Coordinator



Address: Sec-48, Pali Road, Faridabad-121 001 (Haryana)