

No.42/03/2023-3Trg.  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 15<sup>th</sup> January, 2024

To

All the Administrative Secretaries of Haryana State.

**Subject:- NPC Residential Training Program on "Contract Management & Financial Management for Organization Excellence" from March 18-22, 2024 (Gangtok, Sikkim) – request for Nominations.**

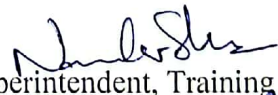
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Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 10.01.2024 received from Sh. Rajesh Sund, Director (Economic Services) and Program Coordinator, National Productivity Council New Delhi-110003. 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.

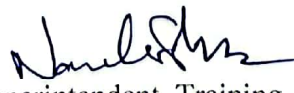
Yours faithfully,

  
Superintendent, Training

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 15<sup>th</sup> January, 2024

2. A copy of the above is forwarded to Sh. Rajesh Sund, Director (Economic Services) and Program Coordinator, National Productivity Council New Delhi-110003, w.r.t. his e-mail letter dated 10.01.2024 for information.

  
Superintendent, Training

3 Ty

# **Fwd: NPC Residential Training Program on "Contract Management & Financial Management for Organizational Excellence" March 18-22, 2024 (Gangtok, Sikkim)- Request for Nominations**

1 message

**Prabhjot Singh** <ssps@hry.nic.in>  
To: branchtrg <branchtrg@gmail.com>

10 January 2024 at 14:04

**From:** kaushalsanjeev@hry.nic.in  
**To:** "Prabhjot Singh" <ssps@hry.nic.in>  
**Sent:** Wednesday, January 10, 2024 5:34:57 AM  
**Subject:** Fwd: NPC Residential Training Program on "Contract Management & Financial Management for Organizational Excellence" March 18-22, 2024 (Gangtok, Sikkim)- Request for Nominations

**From:** "Rajesh Sund" <rajesh.sund@npcindia.gov.in>  
**To:** kaushalsanjeev@hry.nic.in  
**Sent:** Wednesday, January 10, 2024 10:26:25 AM  
**Subject:** NPC Residential Training Program on "Contract Management & Financial Management for Organizational Excellence" March 18-22, 2024 (Gangtok, Sikkim)- Request for Nominations

HQ/ES/T/10/2023-24

10<sup>TH</sup> Jan. 2024

**Sub: NPC Residential Training Program on "Contract Management & Financial Management for Organizational Excellence"**

**March 18-22, 2024 (Gangtok, Sikkim)- Request for Nominations**

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 Program on "Contract Management & Financial Management for Organizational Excellence" during March 18-22, 2024, at Gangtok, Sikkim.*

*NPC training program has been designed to inculcate the importance of creation, implementation, and evaluation of contracts in an organisation effectively managing the challenges like poor communication between teams, lack of clarity, suppliers not fulfilling their obligations, level of involvement, being unaware of hidden risks and more. Financial Management and objectives are established so as to enable them to contribute effectively within the organization by improving financial effectiveness and performance.*

*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), Associations etc., for improving their Administrative and Financial Capabilities.*

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

A Brochure containing the details of the Training Program is enclosed. Please confirm the participations latest by March 02<sup>nd</sup>, 2024. 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)**

**Direct Phone: 91-11-24607303**

**Mob: 8799784715**

**Email: rajesh.sund@npcindia.gov.in**

**Encl: Program Brochure**

## **ABOUT TRAINING PROGRAM**

### **1. LEARNING OBJECTIVES**

- To understand the kind of contract, incompleteness and ambiguity, intent and interpretation.
- To understand the roles and responsibilities, change management and liabilities.
- To know about the guidelines of relationship management and negotiation management.
- To understand the pitfalls of Financial Management.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key Financial Risks;

### **2. BROAD PROGRAMME COVERAGE**

- Principles and Benefits of the Contract Management System
- Ways & Selection of Vendor, Negotiation Management and Management of Service Delivery.
- Understanding of Contract Formation and Remedies under Contracts

- 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

Officials new to the process of procuring public work, or awarding public contracts, who wants an understanding of the foundations process as well as Officers from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, 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 Expert & other Renowned and Experienced Trainer from the respective field.

### 6. PROGRAMME FEE & SCHEDULE

| Programme Code: TP/23-24/130                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Participation fees</b>                                                                                                                                                                                                                                                                                                                                                      | <p><b>Rs. 56,000</b> (Rupees Fifty-Six Thousand only) plus GST @ 18% per participant for <b>Residential Participants</b>. The fees include boarding/lodging charges and the cost of programme material.</p> <p><b>Rs. 43,000</b> (Rupees Forty-Three Thousand only) plus GST @ 18% per participant for <b>Non-Residential Participants</b>. The fees include working lunch and tea/coffee etc served during the sessions and the programme material only</p> |
| <b>Programme Schedule</b>                                                                                                                                                                                                                                                                                                                                                      | <p><b>Gangtok, Sikkim (Mar 18-22, 2024)</b></p> <p><b>Programme starts on</b> 18-03-2024 at 1530 hrs.</p> <p><b>Programme closes on</b> 21-03-2024 at 1800 hrs.</p> <p>Check in for Residential Participants: <b>18-03-2024 (Afternoon)</b></p> <p>Check out for Residential Participants: <b>22-03-2024 (Forenoon)</b></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 fee before the last date of submission of nominations.</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><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.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- 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

| 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

Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):

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

## 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](mailto:rajesh.sund@npcindia.gov.in)**

➤ **Last date for Receiving of Nominations: 02-03-2024**

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