

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

Dated, Chandigarh the 22nd December, 2025

To

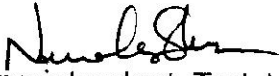
All the Administrative Secretaries to Govt. Haryana.

Subject:- Training Programme on " Finance for Non- Finance Executive" Scheduled from 02nd to 06th February 2026 at Sterling Kodai Valley, Kodaikanal..

Sir/Madam,

I am directed to refer the subject noted above and to say a copy of e-mail dated 16.12.2025 received from Sh. M Natarajan, Director, National Productivity Council (Under Department for Promotion of Industry and Internal Trade), Ministry of Commerce and Industry, Government of India, 6, Aavin Dairy Road, Ambattur Industrial Estate(North), Ambattur, Chennai- 600050 has been uploaded the website of Chief Secretary, Haryana i.e (<http://csharyana.gov.in>) for taking necessary action in view of Government letter No. 22/38/2010- 4Trg. Dated 21.12.2022.


Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 22nd December, 2025

2. A copy of the above is forwarded to Sh. M Natarajan, Director, National Productivity Council (Under Department for Promotion of Industry and Internal Trade), Ministry of Commerce and Industry, Government of India, 6, Aavin Dairy Road, Ambattur Industrial Estate(North), Ambattur, Chennai- 600050 w.r.t. his e-mail letter dated 16.12.2025 for information.


Superintendent, Training

FW: Training Programme on "Finance for Non-Finance Executives" scheduled from 02nd to 06th February 2026 at Sterling Kodai Valley, Kodaikanal.

1 message

Grievances Cell Govt Of Haryana <grievances@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

16 December 2025 at 10:58

STng

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

From: M Natarajan <m.natarajan@npcindia.gov.in>

Date: Mon, 15 Dec 2025 17:26:19 +0530

Subject: Training Programme on "Finance for Non-Finance Executives" scheduled from 02nd to 06th February 2026 at Sterling Kodai Valley, Kodaikanal.

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

15/12/25
16/12/25

Chennai

12th December 2025

Sir/Madam,

Greetings from the National Productivity Council (NPC).

We are pleased to announce that the National Productivity Council, an autonomous organisation under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India, is organising a **Training Programme on "Finance for Non-Finance Executives"** scheduled from **02nd to 06th February 2026** at **Sterling Kodai Valley, Kodaikanal**.

The programme is designed to equip executives from non-finance functions with essential financial knowledge and analytical skills that are increasingly critical in today's organisational environment. Through structured sessions, case studies, and practical exercises, the programme aims to enhance participants' understanding of financial statements, budgeting, forecasting, ratio analysis, and other key financial concepts that support effective managerial decision-making.

The detailed brochure enclosed herewith outlines the programme objectives, coverage, faculty, fee structure, and nomination process.

We take this opportunity to invite your esteemed organisation to nominate suitable officials to participate in this programme and derive maximum benefit from it.

Yours faithfully,
M Natarajan
Director,
NPC Chennai.

Encl.: A Brochure

 Finance for Non Finance Executives 2025-26.pdf
649K



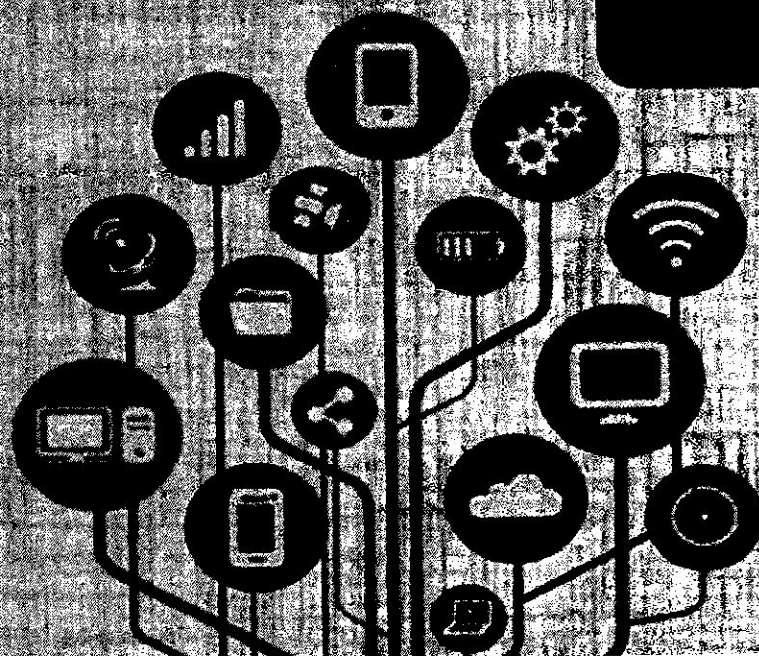
National Productivity Council

**Training Programme
on
"Finance for Non-Finance Executives"**

PROGRAMME CODE: T2526CHN04

02nd – 06th February 2026

**@ Sterling Kodai Valley,
Kodaikanal**



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies, and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

In today's dynamic business environment, financial acumen is no longer the sole domain of finance professionals. Non-finance executives, including leaders from operations, marketing, human resources, and other departments, play a pivotal role in driving organizational success. However, their ability to make informed decisions is often hindered by a lack of understanding of fundamental financial concepts and practices.

By investing in the financial literacy of non-finance executives, organizations can foster a culture of accountability, innovation, and strategic alignment across departments. Furthermore, empowering executives with financial knowledge enables them to better understand the rationale behind financial strategies, collaborate more effectively with finance teams, and contribute to the achievement of overall business objectives.

The proposed program aims to bridge this knowledge gap by providing non-finance executives with a comprehensive understanding of finance tailored to their roles and responsibilities. By demystifying complex financial terminology and principles, participants will gain the confidence and skills needed to actively contribute to strategic discussions, allocate resources effectively, and drive performance improvement initiatives within their respective areas.

3. LEARNING OBJECTIVES

This training program would:

- Provide participants with a foundational understanding of key financial concepts.
- Familiarize participants with budgeting, forecasting, and financial planning processes.
- Equip the participants with tools for financial analysis and decision-making.
- Enhance participants' ability to communicate effectively with finance professionals and contribute to strategic discussions.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training.

- Introduction to finance: basic concepts and terminology.

- Overview of financial statements: balance sheet, income statement, cash flow statement.
- Interpretation of financial metrics: profitability, liquidity, solvency, efficiency.
- Budgeting and forecasting techniques.
- Break even analysis.
- Ratio Analysis
- Performance measurement and variance analysis.
- Investment Decisions.
- Financial Risk Management.
- Case studies and exercises for practical application.

5. METHODOLOGY

The training program would be participative in nature. The sessions would be based on lectures, conceptual deliberations & discussions, success stories, and case studies.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations & Labour Unions/Associations.

7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts (MBA degree holders from IIMs) & other renowned and experienced trainers from industry and professional institutions.

8. PROGRAMME FEE & VENUE

Programme Code	T2526CHN04	
Programme Venue	Sterling Kodai Valley, No:25, Pallangi Road, Attuvampatti, Kodaikanal – 624 101.	
Programme Fee	Residential Participants	Non-Residential Participants
	₹ 65000 + 18% GST	₹ 50000 + 18% GST
For Residential Participants	Check – in at the Hotel: from 2 p.m. 02nd February 2026. Check – out from the Hotel: 10 a.m. on 06th February 2026.	

9. 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"> • Name of the Bank: State Bank of India • Branch: Korattur Branch, Chennai – 600080. • Savings Bank Account No.:39783959115 • Account Holder's Name: National Productivity Council • IFSC Code: SBIN0017247 GSTIN : 33AAATN0402F1ZD

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government,

State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- **NPC shall offer 10% discount on the programme fee to organizations sponsoring 3-5 participants and 15% discount on the programme fee to organizations sponsoring more than 5 participants.**

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Head (AIP)
National Productivity Council
6, Aavin Dairy Road,
Ambattur Industrial Estate (North),
Ambattur, Chennai – 600 050.
Email Id: chennai@npcindia.gov.in; m.natarajan@npcindia.gov.in
Tel: 7200208675; 9962840115.

- **Last date for Receiving of nominations: 23rd January 2026.**

11. 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, 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.
- ❖ Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL
Dr Ambedkar Institute of Productivity, 6, Aavin Dairy Road,
Ambattur Industrial Estate (North), Ambattur, Chennai – 600050.
chennai@npcindia.gov.in; m.natarajan@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **“Finance for Non-Finance Executives”**

Programme Code: **T2526CHN04**

Programme Duration: **Four (4) days**

Location: **Sterling Kodai Valley,**
Kodaikanal – 624101.

Details of Nominated Participants:

S. No	Name of the Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

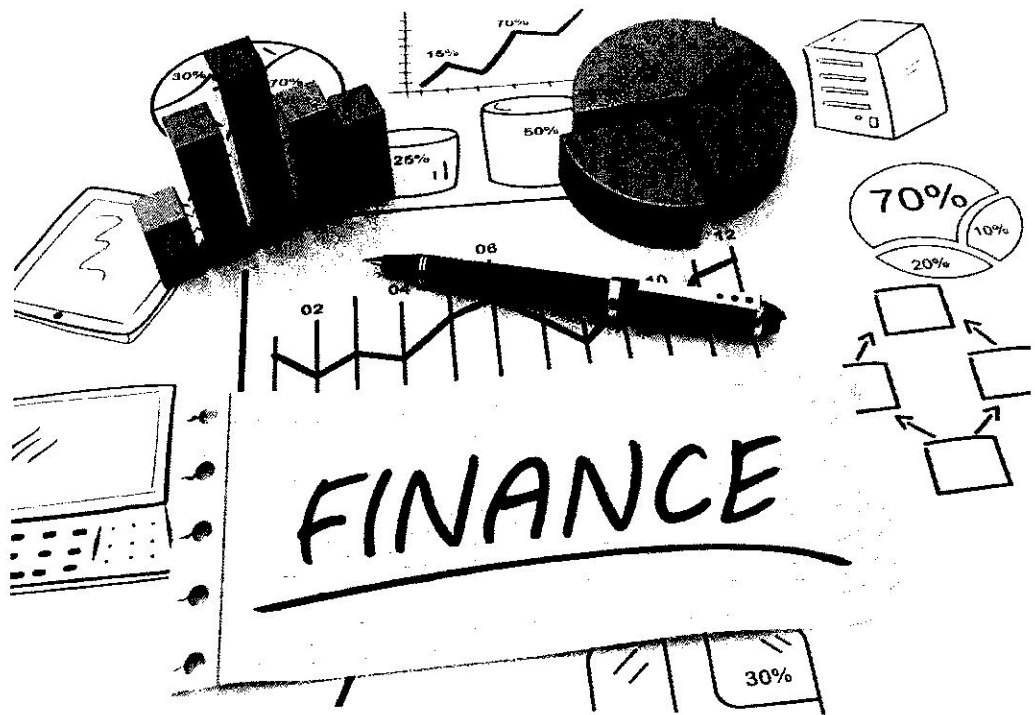
Signature

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

Payment Particulars

- Name of the Bank: State Bank of India; Branch : Korattur Branch, Chennai – 600080.
- Savings Bank Account No.:39783959115
- Account Holder's Name: National Productivity Council
- IFSC Code: SBIN0017247 GSTIN: 33AAATN0402F1ZD
- Programme Fees per Participant plus GST to be paid in advance.

Training Programme on "Finance for Non-Finance Executives"



National Productivity Council
(Under Department for Promotion of Industry and Internal Trade)
Ministry of Commerce and Industry
Government of India
6, Aavin Dairy Road,
Ambattur Industrial Estate (North),
Ambattur,
Chennai – 600 050.
Tel: 7200208675, 9962840115
chennai@npcindia.gov.in