

HQ/ES/T/09/2023-24  
27<sup>th</sup> Dec. 2023

**Sub: NPC Residential Training Program on “Effective Office Administration & Financial Management”**

**Feb 19<sup>th</sup>-23<sup>rd</sup> 2024, Port Blair, A & N- 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 **Feb 19<sup>th</sup>-23<sup>rd</sup> 2024, Port Blair, A & N** to impart skills and techniques on the subject.

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

*Participation fees are Rs. 56,000/- for Residential Participants and Rs. 43,000/- 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.*

*A Brochure containing the details of the Training Program is enclosed. Please confirm the participations latest by **Feb 03<sup>rd</sup>, 2023**. 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](mailto: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 participant to develop skills for teamwork and conflicts management.
- To understand various aspects of Financial Management.
- To provide the participants with an opportunity to share their experiences and also 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
- 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

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

<b>Programme Code: TP/23-24/121</b>	
<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>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b>	
<b>Programme Schedule</b>	<p style="text-align: center;"><b>Port Blair, A &amp; N (Feb 19-23,2024)</b></p> <p><b>Programme starts on</b> 19-02-2024 at 14.30 hrs.</p> <p><b>Programme closes on</b> 22-02-2024 at 1800 hrs.</p>

	Check in for Residential Participants: <b>19-02-2024</b> (Afternoon) Check out for Residential Participants: <b>23-02-2024</b> (Forenoon)
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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 fees*** before the last date of submission of nominations.

***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.***

### 7. PAYMENT DETAILS

Programme fees 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 and send to:

**Email: [rajesh.sund@npcindia.gov.in](mailto: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						
-						
-						

#### 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.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ 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.

➤ **For any further information may please contact:**

**Shri Rajesh Sund**  
**Director (ES), 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: 03-02-2024**

### Forthcoming Residential Training Programs

PROGRAMME	DATES	VENUE
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**Conflict Resolution and  
Strategic Financial  
Management**

Sept 25-29,  
2023

Gangtok,  
Sikkim