

M-11021/01/2017-Trg. (353887)
Government of India
Ministry of Rural Development
Department of Rural Development
(Training Division)

Core-4B (UG), India Habitat Centre
Lodhi Road, New Delhi -110003
Dated 23 .06.2021

CIRCULAR

Subject: RESIDENTIAL TRAINING PROGRAMME ON Effective Office Administration & Financial Management at Leh, Ladakh from July 19-23, 2021 -Request for Nominations

The undersigned is directed to refer to the email dated 18.06.2021 received from National Productivity Council (NPC) seeking nomination of officials / officers for residential training programme on Effective Office Administration & Financial Management at Leh, Ladakh from July 19-23, 2021

2. The details about the programme is attached in the above referred email (copy enclosed). In this connection, it is requested to forward nominations of suitable officials/ officers to Training Division at the earliest through their controlling officer / divisional head as applicable.

Encl: As above.



(J.K.Agrawal)
Section Officer (Trg.)

Copy to:

1. Establishment -I, MoRD
2. Technical Director, MoRD with request to upload the Circular on the Ministry's website and e-office portal.

650969/2021/DRDA**From** : Rabindra Kr.Singh (singh.rk7@nic.in)**To** : jk.agrawal@nic.in**Cc** : trainingsection.mord@gmail.com**Subject** : Fwd: National Productivity Council (NPC) Residential Training Programme --- July 19-23, 2021, Leh, Ladakh**Date** : Jun 18 2021 21:59 PM

----- Forwarded Message ----- From: "Rajesh Sund" To: "Rajesh Sund" Sent: Friday, June 18, 2021 4:42:42 PM Subject: National Productivity Council (NPC) Residential Training Programme --- July 19-23, 2021, Leh, Ladakh HQ/ES/T/03/2021-22 18th June 2021 Sub: NPC Residential Training Programme on "Effective Office Administration & Financial Management" (July 19-23, 2021, Leh, Ladakh)- 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 Programme on "Effective Office Administration & Financial Management" during July 19-23, 2021, Leh, Ladakh to impart skills and techniques on the subject. The Residential Training Programme 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, Technical Education Quality Improvement Programme (TEQIP), Labour Unions/Associations etc., for improving their Administrative and Financial capabilities. Participation fees is Rs. 49,000/- for Residential Participants and Rs 37,000/- for Non Residential Participants. GST @ 18% per participant is applicable on Participation fees. 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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration. We are sure that your organization would find the Training Programme immensely useful. We request you to take advantage of this opportunity and nominate officials to participate in the Residential Training Programme. A brochure containing the details of the Training Programme is enclosed. Please confirm the participations latest by July 09, 2021. Please feel free to contact us in case of any further clarifications or queries. Thanking you and looking forward to receive nominations. Yours faithfully, Rajesh Sund Director (ES) & Program Coordinator Direct Phone: 91-11-24607303 Mob: 8799784715, 9868844272 Email: rajesh.sund@npcindia.gov.in Encl: Programme Brochure

National Productivity Council (NPC) is a national level organisation promoting productivity culture in India. Established as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry. It is an autonomous, tripartite, non-profit organisation having equal representation from government, employer and worker organisations and from technical and professional institutions on its Governing Council. NPC provides consultancy and training, and undertakes research in the areas of productivity besides implementing productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which Government of India is a founder member.

NPC is engaged in providing training in the areas of Productivity, Quality and Organisational Effectiveness for more than five decades in India. Consultancy assignments are taken up on the basis of the requirements identified. The services offered include:

- Total Quality Management (TQM) & Six Sigma
- World Class/ Lean Manufacturing
- Implementing Productivity Techniques like quality Circles, Kaizen, 5-S
- Productivity Study and Productivity Norms
- Impact Assessment & Evaluation Studies
- Productivity and Competitiveness Studies
- Organisational / Business Process Re-engineering
- System & Procedure Analysis and Manpower Assessment & Planning
- Management Development Training
- Training Needs Assessment
- Designing Performance Appraisal System
- Competency Mapping, HR Audit
- Customer Satisfaction Measurement

TRAINING: Training is provided to Senior/Middle/Junior level executives, Supervisors Workers Trade Union Leaders from Private, Public, Government, Cooperative Sectors, Banks, etc., according to the needs of the organisations with the focus on providing inputs for improved resource management and enhancing managerial adaptability to meet the requirements of fast changing work environment.

FORTHCOMING TRAINING PROGRAMME OF ES GROUP

PROGRAMME	DATES	VENUE
Conflict Resolution and Strategic Financial Management	Aug 23-27, 2021	Munnar, Kerala
Project Management, Planning, Monitoring and Evaluation	Sept 20-24, 2021	Gangtok, Sikkim
Employee Engagement & Financial Strategy Decision Making	Oct 25-29, 2021	Porbander, Gujarat
Performance & Financial Management for Organizational Excellence	Nov 22-26, 2021	Port Blair, A & N
Effective Office Administration & Financial Management	Dec 20-24, 2021	Port Blair, A & N

RESIDENTIAL TRAINING PROGRAMME ON Effective Office Administration & Financial Management

Leh, Ladakh
July 19-23, 2021



Organized By



Economic Services Group
NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)
Lodi Road, New Delhi - 110003

650969/2021/DRDA

INTRODUCTION

Effective Office Administration (EOA) and Financial Management (FM) is sine-qua-non for the success of any organization in today's competitive world. Some of the important skills required for EOA can be identified as leadership qualities, communication skills, human resource management, financial management etc. In the globalised era, it has become imperative for all employees to upgrade their knowledge and skills on a regular basis to attain higher organizational as well as personal excellence. A major managerial challenge is to build a productive team and also to effectively manage and utilize available human resources so that individuals function efficiently.

Good Financial Management is essential for an organization to succeed. Many Organizations have failed due to poor financial management. National Productivity Council (NPC) Training programme shall emphasize on various aspects of managing financial resources more productively.

Keeping in view of the requirements of modern organizations, NPC Training programme has been designed to equip the participants in effectively handling Office Administration and Financial Management so that managerial efficiency as well as organizational productivity is constantly improved.

OBJECTIVES

- To provide an understanding on the concept of Effective Office Administration and Financial Management.
- To help the participant to develop skills for team work 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.

CONTENTS

- 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

PARTICIPANT'S PROFILE

Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Labour Unions/Associations, 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.

FACULTY

Senior NPC consultants and domain experts would conduct the training programme.

METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation along with a copy of group photograph to each participant on the conclusion of the programme.

PROGRAMME SCHEDULE

Leh, Ladakh (July 19-23, 2021)

Programme starts on	19-07-2021 at 15.00 hrs.
Programme closes on	22-07-2021 at 18.00 hrs.
Check in for Residential Participants	19-07-2021 (AN)
Check out for Residential Participants	23-07-2021 (FN)

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 for a total of 20 participants on first-come-first-served basis subject to realisation of participation fee before the start of the programme.

PARTICIPATION FEE

Rs. 49,000 (Rupees Forty-Nine Thousand only) plus GST @ 18% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 37,000 (Rupees Thirty-seven Thousand only) plus GST @ 18% per participant for Non Residential Participants. **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.**

Fee may be remitted either through Demand Draft, RTGS or NEFT.

- The Demand Draft should be drawn in favour of **National Productivity Council** payable at **New Delhi**.
- National Productivity Council, Bank Details are:

Indian Overseas Bank, Golf Links, New Delhi –110003
SB A/c No. 026501000009207
IFS Code: IOBA0000265
MICR Code of Bank: 110020007
GSTIN: 07AAATN0402F1Z8 PAN: AAATN0402F

For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,000 and Rs.7,000 respectively for the entire duration, payable directly to the hotel by the participant.

Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

CONTACT INFORMATION

Further enquiries regarding participation in the Training Programme may be addressed to:

Shri Rajesh Sund
Director (ES), NPC

Faculty & Programme Coordinator

Ph.91-11-24607303/8799784715/9868844272

Fax: 91-11-24615002; Email: rajesh.sund@npcindia.gov.in

REGISTRATION

Nominations stating **GST No. of Organization/Institution, Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number and Email ID**, along with DD/Cheque or details of UTR No. towards Participation Fees including GST @18% should reach latest by **July 09, 2021** to the following address:

Dr. K P Sunny

Programme Director & Group Head (ES)
NATIONAL PRODUCTIVITY COUNCIL

5-6 Institutional Area, Lodhi Road, New Delhi 110 003

Phone: 91-11-24607350/9811045547

Fax: 91-11-24615002; Email: kp.sunny@npcindia.gov.in