



## **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**

Performance Management is a process by which managers and employees work together to plan, monitor and review an employee's work objectives and overall contribution to the organization. More than just an annual performance review, performance management is the continuous process of setting objectives, assessing progress and providing on-going coaching and feedback to ensure that employees are meeting their objectives and career goals.

Good Financial Management is essential for an organization to succeed. Many Organizations have failed due to poor financial management. Financial management training combines proven-by-practice methods with new insights and ideas that will help to set a successful financial strategy and create financial value in the organization.

Performance measurement, together with effective financial management enhances the organizational management practices and performance. National Productivity Council (NPC) Training programme shall emphasize on various aspects of managing financial resources more productively. The training programme would help to equip participants with skills, knowledge and attitude necessary for effective and systematic together, in management and organizational excellence helps ensure that resources are well managed and judiciously used.

## **3. LEARNING OBJECTIVES**

- To impart concepts and techniques on Performance Management to the participants;
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse challenges;
- To enhance their skills in understanding on how performance management systems can be effectively utilised to raise the performance of individuals and teams;
- 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.

## **4. BROAD PROGRAMME COVERAGE**

- Core elements, principles and benefits of an Effective Performance Management framework;
- Expectations and objectively of measuring individual performance using competencies as key measures;
- Organisational Communication and Team Performance
- Tools and Techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

## 5. 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.

## 6. PARTICIPANTS' 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.

## 7. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

|  |   |
|--|---|
| <b>Programme Code</b>  | HQ/ES/T/02/2022-23  |
| <b>Programme Fee for Residential Participants</b>  | <b>Rs. 55,000</b> (Rupees Fifty-Five thousand only) plus GST @ 18% per participant for <b>Residential Participants</b> .<br><b>Rs. 40,000</b> (Rupees Forty thousand only) plus GST @ 18% per participant for <b>Non-Residential Participants</b>                                   |
| <b>Program Schedule</b>  | <b>Port Blair, A&amp;N (Jan. 30-Feb. 03, 2023)</b><br><b>Programme starts on</b> 30-01-2023 at 1530 hrs.<br><b>Programme closes on</b> 02-02-2023 at 1800 hrs.<br>Check in for Residential Participants: 30-01-2023 (AN)<br>Check out for Residential Participants: 03-02-2023 (FN) |
| <b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b> |   |

*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.*

## 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"><li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li><li>• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI</li><li>• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number</li><li>• Programme Fees per Participant plus GST to be paid in advance</li><li>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8</li></ul> |

## 10. HOW TO APPLY

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

**The Training Coordinator  
National Productivity Council  
5-6 Institutional Area  
Lodhi Road  
New Delhi – 110003  
Email Id: [npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)  
Tel: 011-24607319**

**Shri Rajesh Sund  
Director (Economic Services),  
Program Coordinator  
Mobile: 8799784715**

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

➤ **Last date for Receiving of nominations: 16-01-2023**

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



**NATIONAL PRODUCTIVITY COUNCIL**  
5-6 Institutional Area, Lodhi Road, New Delhi – 110003  
npctraining@npcindia.gov.in

## **APPLICATION FORM FOR NOMINATIONS**

**Title of Programme:**

**Programme Code:**

**Programme Duration:**

**Location:**

**Details of Nominated Participants:**

| S. No | Name of 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**

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



Measurable  
Continuous Supervision Training  
Priorities Communication Grow  
**PERFORMANCE**  
**MANAGEMENT**  
Feedback Development HR  
Improvement Employees  
Objectives Goals by Corrective  
Direction Job Descriptions Review  
Coaching Promote Monitor Reward  
Commitment

accounting people information discussion  
review paperwork planning work analysis office  
workplace concept **business**  
**financial** education solution briefing  
**management** chart investment  
corporate idea economy  
plan report **strategy** marketing data paper  
retirement **finance** computer project businessman  
explaining meeting banking  
success

## National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Tel: +91-11-24607303

