



National Productivity Council

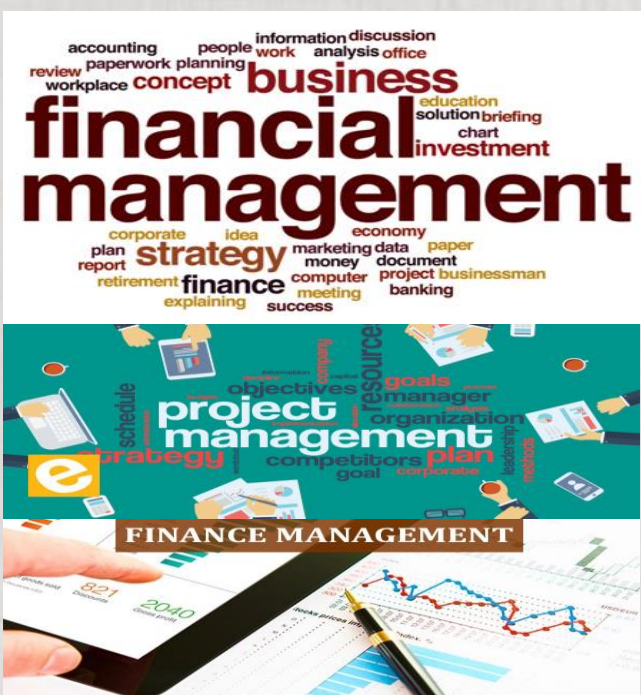
Residential Training Programme

on

# PROJECT MANAGEMENT & FINANCIAL MANAGEMENT

PROGRAMME CODE: T2425ECO07

Gangtok, Sikkim  
(Dec 16-20, 2024)



## **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**

Project Management is a professional discipline with a body of knowledge and a specific set of skills and competencies. The world in which organizations operate today is rapidly becoming more complex than ever before. Major shifts in technology, business and economic environment presents ample opportunities and many challenges to organizations. Effective Project Management is essential to achieve project goals and objectives within the time and budget constraints.

Good Financial Management is essential for an organization to succeed. It helps in making effective use of resources, fulfil commitments to stakeholders, gain competitive advantage and prepare for long-term financial stability to accomplish the objectives of the organization.

National Productivity Council (NPC) Training programme has been designed to inculcate the importance of Project Management & Financial Management within the organization and shall emphasize on various aspects of managing financial resources more productively in improving managerial effectiveness and performance.

## **3. LEARNING OBJECTIVES**

- To impart concepts on Project Management and Financial Management to the participants;
- To familiarize with Project Finances and decisions regarding estimating and overall Project Cost Management
- To provide insight into Project Planning, Implementation, Physical and Financial Management
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse challenges;

## **4. BROAD PROGRAMME COVERAGE**

- Concept of Project Management
- Participatory Project Planning
- Project Management Team, Roles and Responsibilities
- Approaches to Financial Management
- Financial Decision Making & Valuation Techniques
- Tools and Techniques of Financial Risk Management

## **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

Officers & Officials from various functions of Central & State Government Departments, PSUs, Academic Institutions, Co-operatives, Corporations, MNCs, 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 Expert & other Renowned and Experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

|  |  |
|--|--|
| <b>Programme Code</b>  | <b>T2425ECO07</b>  |
| <b>Programme Fees</b>  | <b>For Residential Participants-- Rs. 60,000</b> (Rupees Sixty Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.<br><b>For Non-Residential Participants-- Rs. 44,000</b> (Rupees Forty-Four only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit. |
| <b>Program Schedule</b>  | <b>Gangtok, Sikkim (Dec 16-20, 2024)</b><br><b>Programme starts on</b> 16- 12-2024 at 1530 hrs.<br><b>Programme closes on</b> 19- 12-2024 at 1800 hrs.<br>Check in for Residential Participants: <b>16- 12-2024 (AN)</b><br>Check out for Residential Participants: <b>20- 12-2024 (FN)</b>  |
| <b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b> |  |

## 9. 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
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

## 10. HOW TO APPLY

➤ Application Form for Nominations may be sent to the following address:

**Shri Rajesh Sund**  
**Director (ES), NPC**  
**Faculty & Programme Coordinator**  
**Ph.91-11-24607303/8799784715/9868844272**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

➤ **Last date for Receiving of nominations: 02-12-2024**



**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **PROJECT MANAGEMENT & FINANCIAL MANAGEMENT**

Programme Code: **T2425ECO07**

Programme Duration: **16-20 Dec 2024**

Venue/ Location: **Gangtok, Sikkim**

Select Participation on Residential Basis  OR Non-Residential Basis

**Details of Nominated Participants:**

| S. No | Name of Delegate | Designation | Mobile No. | Email ID | Participant Organisation Address (kindly provide full address of correspondence) |
|-------|------------------|-------------|------------|----------|--|
| 1     |                  |             |            |          |  |
| 2     |                  |             |            |          |  |
| 3     |                  |             |            |          |  |
| 4     |                  |             |            |          |  |

**Details of Nominating Authority:**

| Name of Nominating Authority | Designation | Mobile No. | Email ID | Nominating Authority Organization Address (kindly provide full address of correspondence) |
|------------------------------|-------------|------------|----------|---|
|                              |             |            |          |   |

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

Tick, if Organization is GST Exempted  **OR** if Organization is Not GST Exempted

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

*As per GST 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.*

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
  - I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

**DECLARATION**

I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

## 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 nomination.
- ❖ The accommodation will be booked on first-come-first-served basis.
- ❖ 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.
- ❖ 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.
- ❖ As per GST 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. Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.