



National Productivity Council

Training Programme
on
Finance For Non-Finance, Zero Base Budgeting & GFR
PROGRAMME CODE: T2526JPR05

December 15-19, 2025
Udaipur



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

This training program on Finance for Non-Finance, Zero Base Budgeting & GFR is intended to enable managers to use these as a policy tool to establish effective linkage with allocation and disbursement of public funds, on basis of measurable performance. Zero Base Budgeting is a tool for improving the quality of decisions in an organisation. It questions the very basis of carrying out any activity, in a structured manner, at the stage of plan formulation. It seeks the justification for an activity, based on the results expected and prioritises the activities for the purpose of resource allocation.

Also, it plays a vital role in translating organisational objectives and plans into desired results and is also one of the most important parameters for evaluation of organisational performance. Effective utilisation of money has become a very important contributor to the overall success of the organisation. To be successful each manager/executive must be able to evaluate economic impact of his or her decision at each stage. This can be achieved by making cost-estimation, cost-reduction, cost-control and break-even etc. a part of daily working of a manager.

3. LEARNING OBJECTIVES

- The programme aims at exposing participants to concepts, processes and techniques of Zero-Base Budgeting & GFR with emphasis on Finance for Non-Finance.
- To understand the behaviour of Zero-Base Budgeting & GFR and their applications for decision making and control.
- To provide an insight into the philosophy and concept of Zero-Base Budgeting Budgeting together with a clear understanding of the steps involve in its formulation and discuss the issues in implementation for non-finance executives.

4. BROAD PROGRAMME COVERAGE

- Overview of Financial Management, GFR
- Managerial Effectiveness & Financial Tools and Strategic Cost Management
- Activity Based Costing & Performance Budgeting
- ZBB - an introduction to ZBB Implementation

- Interpretation of Financial Statements, Ratio Analysis, Decision Making Tools

5. METHODOLOGY

Methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centred conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

6. PARTICIPANTS' PROFILE

The programme is designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level officials attached to Sr. level officials from Central and State Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous organisation, Banks and Service Organization, Academic Institutions, labour unions/ associations etc.

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

Programme Code	T2526JPR05	
Program Venue	Udaipur, Rajasthan	
Programme Fee	Residential Participants ₹ 65000 /- + 18% GST Rs. Sixty Five Thousand Only + GST	Non-Residential Participants ₹ 44000 /- + 18% GST Rs. Forty Four Thousand + GST
For Residential Participants	Check-in at hotel: 13.00 hrs. Check-out from Hotel: 11 hrs.	

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: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004 • A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z6	

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.



HOW TO APPLY

- Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Director National Productivity Council, SB-96, JLN Marg, Bapu Nagar Jaipur - 302015 Mobile: 9414387196 Phone:-0141-2703573, 2702935 Email: jaipur@npcindia.gov.in	Ms.Aditi Mishra Dy. Director Email: aditi.mishra@npcindia.gov.in Phone:-0141-2703573, 2702935 Mobile No.: 9928226777
---	--

10. 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.