



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403

F. No. Pr.CCIT/AP & TS/Estt/Circulation/2023-24

Date : 28.11.2023

TRAINING CIRCULAR

विषय/Sub: NPC Residential Training programme on “ **Stress Management and Strategic Financial Planning for Organizational Excellence**” from 18th to 22nd December, 2023 at Gangtok, Sikkim - Reg.
संदर्भ/Ref: Letter received from National Productivity Council (NPC), New Delhi,
Dated: 07.11.2023.

Please refer to the above.

National Productivity council, New Delhi is going to conduct residential training programme on “**Stress Management and Strategic Financial Planning for Organizational Excellence**” from 18th December to 22nd December, 2023 at Gangtok, Sikkim. The Participation fee for training program is Rs.56,000/- for Residential Participants and Rs.43,000/- for Non-Residential Participants. GST @ 18% per participant is applicable on Participation fees.

In this connection, I am directed to forward herewith the letter received from National Productivity Council, New Delhi, on the captioned subject, containing the salient features of course and mode of registration, for information and circulation.

भवदीय/Yours faithfully,


(थंबा महेंद्र/THAMBA MAHENDRA)

आयकर उपायुक्त (मुख्या.)(प्रशा.)

Dy. Commissioner of Income Tax
(Hqrs)(Admn.),

कार्या. प्रमुआआ, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
O/o.Pr.CCIT, AP&TS, Hyd.

संलग्न/Encl: उपरोक्त/As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website www.incometaxhyderabad.gov.in

Subject: Fwd: NPC Residential Training Program on "Stress Management and Strategic Financial Planning for Organizational Excellence" Dec 18-22, 2023 (Gangtok, Sikkim)- Request for Nominations

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp>

भारत सरकार/GOVERNMENT OF INDIA
वित्त मंत्रालय/MINISTRY OF FINANCE
आयकर विभाग/Income Tax Department

56380
07 NOV 2023

Date: 11/07/23 04:28 PM

From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>
Address: Hyderabad, Office of Income Tax
Auditor General & Taxation
Floor, 10, Block, Income Tax Towers
C. Guards, Hyderabad 500 004



----- Original Message -----

From: Rajesh Sund <rajesh.sund@npcindia.gov.in>

Date: Nov 7, 2023 1:16:11 PM

Subject: NPC Residential Training Program on "Stress Management and Strategic Financial Planning for Organizational Excellence" Dec 18-22, 2023 (Gangtok, Sikkim)- Request for Nominations

To: hyderabad.pccit@incometax.gov.in

Dev (Admin)

HQ/ES/T/07/2023-24

07th Nov, 2023

Sub: NPC Residential Training Program on "Stress Management and Strategic Financial Planning for Organizational Excellence"
(Dec 18-22, 2023)- Gangtok, Sikkim-Request for Nominations

Sir/Madam,

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 "Stress Management and Strategic Financial Planning for Organizational Excellence" during Dec 18-22, 2023 at Gangtok, Sikkim.

NPC Training Program has been designed to inculcate the importance of Managing Stress & Strategic Financial Planning to help participants to understand tips and strategies to reduce stress both at home and workplace and how Financial Policies and objectives are established so as to enable them to contribute effectively within the organization by improving managerial effectiveness and performance. 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.

The participation fee is Rs. 56,000/- for Residential Participants and Rs. 43,000/- for Non-Residential Participant. 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 officials to participate in the Residential Training Program.

Please confirm the participations latest by Dec 02nd, 2023. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,

(Rajesh Sund/राजेशसुण्ड)

Director (Economic Services)/निर्देशक (इकनोमिकसर्विसेज)
और/and कार्यक्रमसंचालक/Program Coordinator
राष्ट्रियउत्पादकतापरिषद्/ National Productivity Council
नईदिल्ली - ११०००३/ New Delhi - 110003
दूरभाष - ०११-२४६०७३०३/८७९९७८४७१५
Phone -011-24607303/8799784715
Email: rajesh.sund@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To comprehend the basic rules of Stress Management
- To understand the positive aspects of stress and ways to master a 'thought process' for avoiding stressful situations.
- To understand the pitfalls of Strategic Financial Planning.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key risks.
- To enable the participants, learn & develop unique strategies, implement correctly and set financial targets.

2. BROAD PROGRAMME COVERAGE

- Discover the value of relationships in Stress Management
- Review the main work areas that can lead to stress and identified ways to address work-related stress throughout the organisation
- Concepts, Objective and Approaches of Strategic Financial Planning.
- Insight into Financial Planning, Risk Management and Investments.
- 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 & Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Labour Unions/Associations, Boards, NBFCs, Financial Institutions & Autonomous Organizations etc.

5. FACULTY

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

6. PROGRAMME FEE & VENUE

Programme Code: TP/23-24/88	
Participation fees	Rs. 56,000/- for Residential Participants (Fees include Boarding/Lodging Charges and Programme Material) Rs. 43,000/- for Non-Residential Participants (Fees include Working Lunch and Tea/Coffee etc served during the sessions and the

	Programme Material only) GST @18% per participant is applicable on Participation fees.
Programme Schedule	Programme starts on 18-12-2023 at 1530 hrs. Programme closes on 21-12-2023 at 1800 hrs. Check in for Residential Participants: 18-12-2023 (AN) Check out for Residential Participants: 22-12-2023 (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 on first-come-first-served basis subject to realization of participation fee 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.9,000 and Rs.8,000 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.	

7. 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.
- 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

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:

Organization:

Address

Contact Number:

Signature

Designation:

Email ID:

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.

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.

➤ **Nominations may be sent to the following address:**

Shri Rajesh Sund
Director (Economic Services), NPC
Faculty & Programme Coordinator
Ph.91-11-24607303/8799784715
Email: rajesh.sund@npcindia.gov.in

Last date for Receiving of Nominations: 02-12-2023

 Arrow: Pentagon: Forthcoming Residential Training Programs

PROGRAMME	DATES	VENUE
Public Procurement Management and Financial Management	Jan 15-19, 2024	Port Blair, A & N

Effective Office Administration and Financial Management	Feb 19-23, 2024	Port Blair, A & N
Contract Management and Financial Management for Organizational Excellence	Mar 18-22, 2024	Gangtok, Sikkim