

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

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F.No. Pr.CCIT/AP&TS/2019-20

Date: 31/07/2019


**Training Circular**

**Sub:** Training –Management Development Programme on “Financial Decision Making Using Excel” at Faridabad, Haryana from 16<sup>th</sup> to 20<sup>th</sup> September, 2019 and from 27<sup>th</sup> to 31<sup>st</sup> January, 2020 - Request for Nominations - reg.

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Please find enclosed herewith the letter dated 16.07.2019 regarding the Management Development Programme on ‘Financial Decision Making Using Excel’, conducted by the National Institute of Financial Management (NIFM, an autonomous Institute of Ministry of Finance, Govt. of India) at Faridabad, Haryana from 16<sup>th</sup> to 20<sup>th</sup> September, 2019 and from 27<sup>th</sup> to 31<sup>st</sup> January, 2020 for executives of Central Government for Circulation.

Further it is informed that the above training course is a paid course. The course fee is Rs.46,000/- (plus GST at applicable rates presently 18 per cent). The last date for receiving willingness of Officers in this office is 06-09-2019. The willingness application(s) should be send alongwith Demand Draft drawn in favour of “National Institute of Financial Management” payable at “Faridabad”.

  
(SUBRAHMANYAM TOTA)  
Deputy Commissioner of Income Tax,  
(Hqrs.)(Admin.),  
O/o. Pr.CCIT, AP & TS, Hyd.

Encl: As above.





**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**  
(Ministry of Finance, Govt. of India)

**K.P.Kaushik**  
Professor (Finance and Accounts)

Tel: (O) 0129-2418865, (R) 0129-2418896  
Mobile: 9312360874  
Fax: 0129-2418867  
E-mail: kpkaushik@nifm.ac.in

B-33012/2019-20/FDMUE(KPK)/ 6857

Date: 16/07/2019

**Subject: Management Development Programme on 'Financial Decision Making Using Excel'.**

*Dear Sir*

The National Institute of Financial Management, Faridabad, is an autonomous Institute of Ministry of Finance, Government of India and operates as a Centre of Excellence in the field of Education, Training, Consultancy and Research in Financial Management. The Finance Minister is the President of the Institute. The institute is conducting five days Management Development Programme on 'Financial Decision Making Using Excel' at its campus during the following dates:

- 16th – 20th, September 2019
- 27th – 31st, January 2020

The programme have been designed to meet the needs of middle and senior level officers from the Financial Institutions, Banks, Officers of Central and State Governments, PSUs of Central Governments, Autonomous Institutions and Private Sector Organisations.

The objectives of the programme along with the fee and detailed course contents are annexed with a request to nominate maximum officers (at least two in each batch) from your esteem organisation. The last date for receiving the nominations is a week before the commencement of the programme. If you need any other information, you may kindly contact the undersigned. Seats will be allotted on first come basis.

Early response will be highly appreciated.

*Regards*

Yours faithfully,

*K.P. Kaushik*  
(K.P.KAUSHIK)

To

The Dy. Commissioner of Income Tax (Admn.)  
Office of the Chief Commissioner of Income Tax  
Government of India,  
Aayakar Bhawan, Basheerbagh,  
Hyderabad – 500004

Encl: As above



FIVE DAY  
MANAGEMENT DEVELOPMENT PROGRAMME  
ON

**'FINANCIAL DECISION MAKING USING EXCEL'**

First Programme : - 16<sup>th</sup> – 20<sup>th</sup> September, 2019

Second Programme : - 27<sup>th</sup> – 31<sup>st</sup> January, 2020

The National Institute of Financial Management (NIFM) is a Centre of Excellence, specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance related issues for promoting highest standards of professional competence and practice. NIFM is a premier resource centre for the capacity building of senior, middle and entry level of managers in Government of India. NIFM also caters to the training needs of State Governments, Defence establishments, Banks, Autonomous Bodies, Local Governments, Public Sector Undertakings and other Financial Institutions. Training Programmes are customized and executed for officials from other countries as well.

Apart from capacity building, NIFM is also engaged in serious research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems. The outcomes of such research studies are published and disseminated through Research Papers, Journals and Books.

NIFM has a sprawling lush green campus of 42 acres situated in National Capital Region. The buildings have a unique architectural design with the state-of-art training halls, computer labs, hostels indoor and outdoor sports complex and library.

### About this course

Financial inputs are critical to management decisions. In today's highly competitive environment, financial issues demand a significant amount of executive time and pose challenges to the executive in 'What if' type of financial decision-making. Therefore, no executive can afford to entirely depend on structured software in financial decision making. The capability to develop a tool for managerial analysis as per requirement, so as to model and solve intricate financial issues is essential. The programme on 'Financial Decision Making Using Excel' aims to equip the participants with relevant skills and knowledge to design and develop their own financial tools to make the financial decision making more meaningful.

### Programme Objectives

- The objectives of the programme are:
- to introduce the principles of Financial Management and their uses in various financial decisions;
- to introduce the basics of Excel;
- to develop an understanding of Financial Decision Making using Excel; and
- to equip participants with Financial Modeling skills using Excel.

### Pedagogy and Faculty

The pedagogy of the course is a mix of lectures, case studies and hands-on-exercises. An opportunity will be provided to the participants to share their experiences. The faculty comprises of NIFM faculty members and leading experts from the relevant fields.

### For Whom

The programme is designed to meet the needs of middle and senior level finance officers from Central and State Governments, PSUs of Central and State Governments, Autonomous Institutions and Private Sector Organisations. Officers of other functional areas will also find the programme very useful. Officers of Revenue Department will find this programme very rewarding.

### Course Duration and Dates

This is a five day Management Development Programme. The schedule of the programmes is as under:

- First Programme : - 16<sup>th</sup> – 20<sup>th</sup> September, 2019
- First Programme : - 27<sup>th</sup> – 31<sup>st</sup> January, 2020

Sponsoring organisations are requested to indicate the course chosen in explicit terms.



### National Institute of Financial Management

*Excel has powerful functions and formulas that allow quick calculations with complex data sets and also helps in building of effective financial models. Excel equips executives with tools that reduce the time needed in complex decision making process leading to greater efficiency and effectiveness.*

## Programme Content


- Introduction Accounting and Finance
- Introduction to Excel as a tool in Financial Decision Making
- Preparing and Analysing Financial Statements using Excel
- Budgeting using Excel
- Time Value of money using Excel
- Investment Decisions using Excel
- Computing Cost of Capital using Excel
- Portfolio Analysis using Excel
- Financial Forecasting using Excel
- Managing Financial Risk using Excel
- Usage of Excel as a tool for Benchmarking and Price Bid Evaluation
- Selected Excel Functions and their use in decision making
- Understanding Macros
- Valuation using Excel
- Working Capital Management using Excel
- Inventory Management using Excel
- Cash Management using Excel
- Use of Crystal Ball in Financial Decision Making
- Contemporary issues in Finance using Excel

## Course Fee

The fee for the programme is Rs. 46,000 (plus GST at applicable rates presently 18 per cent). Includes Tuition Fee, Course Material, Boarding and Lodging. It does not include to and to fro journey to NIFM and per diem. Accommodation to the participants will be provided in the Hostel of the Institute. Duly completed nomination form(s) along with Demand Draft drawn in favor of 'National Institute of Financial Management' payable at 'Faridabad' may be sent to K.P. Kaushik, Professor (Finance & Accounts) and Course Director, NIFM, Sector-48, Pali Road, Faridabad-121001, Haryana.

## Venue and Reporting

The venue of the programme is National Institute of Financial Management (NIFM), Sector-48, Pali Road, Faridabad – 121001, Haryana. It is located in Faridabad town on Badkhal-Pali Road, about 1.4 km south of Badkhal Lake crossing. NIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms from Delhi Airport. Participants are expected to reach NIFM one day before commencement of the programme and proceed for their return journey within a day after conclusion of the programme.

Head of the Institute		 <b>National Institute of Financial Management</b> <i>(An autonomous institution of Ministry of Finance, Government of India)</i>
Smt. Meena Agarwal, <i>Director</i> Tel. No. : + 91 129 2418870 Fax No. : + 91 129 2418867 Email : director@nifm.ac.in		
Course Director	Other Important Phone Numbers	<b>+91-129-2465444 (Phone), +91-129-2418867 (Fax)</b>  Sector – 48, Pali Road, Near Badkhal Lake National Capital Region Faridabad, Haryana, India – 121001 <a href="http://www.nifm.ac.in">www.nifm.ac.in</a>
K. P. Kaushik, <i>Professor of Finance and Accounting</i> Tel. No. : + 91 129 2418865 Fax No. : + 91 129 2418867 Mob No. : + 91 9312360874 Email : kpkaushik@nifm.ac.in	MDP Cell Tel No. : +91 129 2465224, 2465259 Hostel Tel No. : +91 129 2465320, 2465307	



मनुष्यवती भूमिर्धम्

NOMINATION FORM  
Management Development Programme  
on  
'FINANCIAL DECISION MAKING USING EXCEL'

Programme Date (i) 16th – 20th September, 2019   
(Please select any one) (ii) 27th – 31st January, 2020   
(iii) Any

Name \_\_\_\_\_

Male  Female

Designation \_\_\_\_\_

Organisation \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

Phone (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Signature of the Candidate**

TO BE FILLED IN BY THE SPONSOR

Name of the sponsor \_\_\_\_\_ Designation \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Detail of Fee Sent \_\_\_\_\_

\_\_\_\_\_

**Signature of the Sponsor  
with stamp of the organisation**

Date:

Please return the completed form to:

\_\_\_\_\_  
K. P. Kaushik  
Professor of Finance and Accounting  
NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
Sector-48, Pali Road, Faridabad – 121 001. Haryana.  
Telephone: 0129-2418865, 0 9312360874 Fax: 0129-2418867, 2418879  
Email: [kpkaushik@nifm.ac.in](mailto:kpkaushik@nifm.ac.in)

*Shri Singh*

The following are the details of bank accounts of NIFM for making payment through e-transfer.

For amount transfer to Bank of Maharashtra:

Name of the Account Holder	National Institute of Financial Management
Name of the Bank	Bank of Maharashtra
Address of Bank	1-2 Chowk, NIT, Faridabad.
Current Account Number	20020500760
IFSC	MAHB0000365
MICR No.	110014017
PAN	AAAAN2489D
GSTIN	06AAAAN2489D1ZQ

For amount transfer to HDFC Bank:

Name of the Account Holder	National Institute of Financial Management
Name of the Bank	HDFC Bank
Address of Bank	Shop No.3, Crown complex, 1-2 chowk, NIT 2, Faridabad -121001.
Account Number	50100083121045
IFSC	HDFC0002445
MICR No.	110240246
SWIFT Code	HDFCINBBDEL
For foreign remittance	
PAN	AAAAN2489D
GSTIN	06AAAAN2489D1ZQ