

**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/Estt./Trng. Circular/2021-22


Date: 08/11/2021

TRAINING CIRCULAR

Sub: Training Programme on 'Performance & Financial Management for Organizational Excellence' from 22nd to 26th November, 2021 - Request for Nominations - reg.

Please find enclosed herewith the letter, dated 03.11.2021, received from HRD, New Delhi, regarding training programme on 'Performance & Financial Management for Organizational Excellence' scheduled to be conducted from 22nd to 26th November, 2021.

2. In this connection, I am directed to request interested officers to send their nominations on or before 08.11.2021 through their Supervisory Officers directly to the DDIT(TCB), HRD, New Delhi on the email provided in the letter referred to above.


(P. KRISHNA KUMAR)
Deputy Commissioner of Income Tax
(Hqrs.)(Admn.).
O/o. Pr.CCIT, AP & TS, Hyderabad.

Encl: As above.



सत्यमेव जयते

भारत सरकार

Government of India

वित्त मंत्रालय/ राजस्व विभाग

Ministry of Finance/ Department of Revenue

मानव संसाधन विकास निदेशालय/ Directorate of Human Resource Development

केंद्रीय प्रत्यक्ष कर बोर्ड/ Central Board of Direct Taxes

गेट न० १, द्वितीय तल, जवाहर लाल नेहरू स्टेडियम /Gate No.-1, 2nd Floor, Jawaharlal Nehru Stadium,

नई दिल्ली-११०००३/ New Delhi-110003

Dated: 03.11.2021

F.No. HRD/TCB/NPC/1021/2019-20 / 6646

To

The All Pr. Chief Commissioners of Income Tax (CCA)/
Director Generals of Income Tax

Sir/Madam,

(Kind Attention: DCIT/ITO (HQ.))

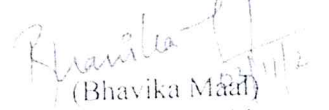
Sub: Residential Training Programme on "Performance & Financial Management for Organizational Excellence" from November 22-26, 2021 at Port Blair- Reg.

Kindly refer to the above mentioned subject.

2. The National Productivity Council will be conducting an Residential Training programme on "Performance & Financial Management for Organizational Excellence" from November 22-26, 2021 at Port Blair". The details are attached.
3. In this regard, I am directed to request all Pr. CCsIT (CCAs)/Pr. DGsIT to forward nominations of eligible & suitable officers from your charge for the above training programme. The cost would be borne by the respective budgetary authority of the officer. It is further requested to provide the following information in respect of the nominated officers:
 - a. Civil Code of the nominated officer.
 - b. Mobile number and Email id of the nominated officer.
 - c. Details of training for which the Officer has been nominated during the last three years.
 - d. Fund availability Certificate.
 - e. Date of filing IPR for the year 2020 (due on before 31.01.2021).
 - f. Confirmation that the executive profile of the officer on www.irs-officeronline.gov.in is correct and upto date.
4. The last date for receiving nomination in the Directorate of HRD is 08.11.2021.
5. **This issues with the prior approval of Pr DGIT, HRD.**

Encl. As above.

Yours faithfully,


(Bhavika Maaf)

DDIT(TCB) HRD, New Delhi.

(Email:hrd.tcb@incometax.gov.in)

Copy to: The Web Manager with a request to upload the above on the official website 'irs-officeronline.gov.in' along with the enclosure.

DDIT(TCB) HRD, New Delhi

ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC) is a national level organisation promoting productivity culture in India. Established as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry. It is an autonomous, tripartite, non-profit organisation having equal representation from government, employer and worker organisations and from technical and professional institutions on its Governing Council. NPC provides consultancy and training, and undertakes research in the areas of productivity besides implementing productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which Government of India is a founder member.

NPC is engaged in providing training in the areas of Productivity, Quality and Organisational Effectiveness for more than five decades in India. Consultancy assignments are taken up on the basis of the requirements identified. The services offered include:

- Total Quality Management (TQM) & Six Sigma
- World Class / Lean Manufacturing
- Implementing Productivity Techniques like quality Circles, Kaizen, 5-S
- Productivity Study and Productivity Norms
- Impact Assessment & Evaluation Studies
- Productivity and Competitiveness Studies
- Organisational / Business Process Re-engineering
- System & Procedure Analysis and Manpower Assessment & Planning
- Management Development Training
- Training Needs Assessment
- Designing Performance Appraisal System
- Competency Mapping, HR Audit
- Customer Satisfaction Measurement

TRAINING: Training is provided to Senior/Middle/Junior level executives, Supervisors Workers Trade Union Leaders from Private, Public, Government, Cooperative Sectors, Banks, etc., according to the needs of the organisations with the focus on providing inputs for improved resource management and enhancing managerial adaptability to meet the requirements of fast changing work environment.

FORTHCOMING TRAINING PROGRAMME OF ES GROUP

PROGRAMME	DATES	VENUE
Preventive Vigilance and Strategic Financial Management	Dec 06-10, 2021	Gangtok, Sikkim
Effective Office Administration & Financial Management	Dec 20-24, 2021	Port Blair, A & N
Preventive Vigilance and Strategic Financial Management	Jan 17-21, 2022	Port Blair, A & N
Project Management and Financial Management	Feb 21-25, 2022	Port Blair, A & N
Performance Management, Monitoring & Evaluation for Organizational Excellence	Mar 21-25, 2022	Gangtok, Sikkim

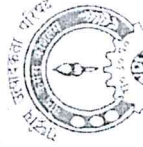
**RESIDENTIAL TRAINING PROGRAMME
Performance & Financial
Management for
Organizational Excellence**

November 22-26, 2021
Port Blair, A & N Islands

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

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

Organized By



Economic Services Group
NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)
Lodi Road, New Delhi - 110003

INTRODUCTION

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.

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 impart insight on concepts and techniques on Financial Decision Making & Valuation Techniques

CONTENTS

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

PARTICIPANT'S PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations etc.

FACULTY

Senior NPC consultant and expert would conduct the training programme.

METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

PROGRAMMESCHEDULE

November 22-26, 2021 (Port Blair, A & N Islands)	22-11-2021 at 1500 hrs.
Programme starts on	25-11-2021 at 1800 hrs.
Programme closes on	22-11-2021 (AN)
Check in for Residential Participants	26-11-2021 (FN)
Check out for Residential Participants	

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 for a total of about 20 participants on first-come-first-served basis subject to realization of participation fee before the start of the programme.

PARTICIPATION FEE

Rs. 49,900 (Rupees Forty-Nine Thousand Nine Hundred only) plus GST @ 18% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 37,900 (Rupees Thirty-Seven Thousand Nine Hundred only) plus GST @ 18% per participant for Non-Residential Participants. 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.

Fee may be remitted either through Demand Draft, RTGS or NEFT.

- The Demand Draft should be drawn in favour of National Productivity Council payable at New Delhi.
- National Productivity Council, Bank Details are:

Indian Overseas Bank, Golf Links, New Delhi -110003

SB A/c No. 026501000009207

IFS Code: IOBA0000265

MICR Code of Bank: 110020007

GSTIN: 07AAATN0402F1Z8 PAN: AAATN0402F

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.7,500 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.

CONTACT INFORMATION

Further enquiries regarding participation in the Training Program may be addressed to:

Shri Rajesh Sund

Director (Economic Services), NPC

Faculty & Program Coordinator

Ph.91-11-24607303/8799784715/9868844272

Fax: 91-11-24615002; Email: rajesh.sund@npcindia.gov.in

REGISTRATION

Nominations stating GST No. of Organization/Institution, Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID, along with DD/Cheque or details of UTR No. towards Participation fees including GST @18% should reach latest by November 8th, 2021 to the following address:

Dr. K.P.Sunny

Program Director & Group Head (ES)

NATIONAL PRODUCTIVITY COUNCIL

5-6 Institutional Area, Lodhi Road, New Delhi 110 003

Phone: 91-11-24607303/09811045547

Fax: 91-11-24615002; Email: kp.sunny@npcindia.gov.in