



कार्यालय प्रधान मुख्य आयकर आयुक्त,

आन्ध्र प्रदेश व तेलंगाना, हैदराबाद

Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,

दसवीं तल, आयकर शिखर / 10TH Floor, Income Tax Towers,

ए.सी.गार्ड्स, हैदराबाद / AC Guards, Hyderabad – 500 004.

टेलि.नं./Tel. No. 040 – 23425474, फ़ैक्स /Fax 040-23241427

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

Date: 27.02.2023

TRAINING CIRCULAR

- Sub:** Two Residential Training Programmes at Port Blair, Andaman & Nicobar Islands and Gangtok, Sikkim- Request for Nomination - reg.
Ref: Email received from Director(Economic Services)/Program Coordinator, National Productivity Council (NPC), New Delhi, dated: 01.02.2023.

Please refer to the above.

National Productivity council, New Delhi is going to conduct **Two(2) Residential training programmes** i.e, “Project Management and Financial Management” during February 27, 2023 to March 03, 2023” at Port Blair, A & N Islands and “Performance Management, Monitoring & Evaluation for Organizational Excellence” during March 20, 2023 to March 24, 2023. The Participation fee for each training program is Rs. 55000/- per Residential Participant and Rs. 40,000/- for Non-Residential Participant. GST @ 18% per participant is applicable on Participation fees.

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


(THAMBA MAHENDRA)
Dy. Commissioner of Income Tax
(Hqrs)(Admn)
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.

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

Subject: Fwd: NPC Two Residential Training Programs at Port Blair, A&N and Gangtok, Sikkim- Request for Nominations

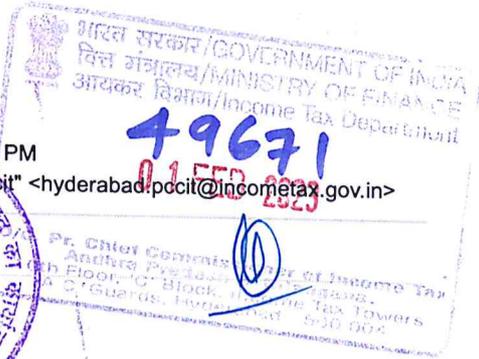
To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp>

Date: 02/01/23 04:42 PM

From: "hyderabad.pccit" <hyderabad.pccit@incometax.gov.in>

Brochure-February.pdf (470kB)

Brochure-March.pdf (473kB)



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

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

Date: Feb 1, 2023 4:34:03 PM

Subject: NPC Two Residential Training Programs at Port Blair, A&N and Gangtok, Sikkim- Request for Nominations

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

JC (Admin)
DCC Admin

HQ/ES/T/03&04/2022-23

01st Feb. 2023

Sub: NPC Two Residential Training Programs at Port Blair, A&N Islands and Gangtok, Sikkim- Request for Nominations

Sir/Madam,

National Productivity Council (NPC) an autonomous organization under the DPIIT, Ministry of Commerce & Industry, Government of India is pleased to announce two Residential Training Programs at **Port Blair, A & N and Gangtok, Sikkim** namely,

"Project Management and Financial Management" during Feb. 27-Mar. 03, 2023 at Port Blair, A&N Islands

"Performance Management, Monitoring & Evaluation for Organizational Excellence" during March 20-24, 2023 at Gangtok, Sikkim

Project Management is a professional discipline with a body of knowledge and a specific set of skills and competencies. **Financial Management** is the process of planning, organizing, controlling and monitoring resources. **Performance Management** aims at building a high-performance culture for both the individuals and the teams to raise the competence bar by upgrading their own skills within a leadership framework. **Monitoring & Evaluation** provides assistance to track progress and analyses results. These are vital activities in any organization to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing progress thereby contribute to transparency as well as accountability.

With increasingly challenging environment, NPC training programs would help to equip participants with skills, knowledge and attitude necessary for proficiency in all these areas for achieving organizational excellence and improving overall productivity and profitability. Both the Residential Training Programs have been designed for building capacities through enhanced knowledge and skills with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Co-operative Sector Organizations, Financial Institutions, NBFCs, Academic Institutions, Skills Strengthening for Industrial Value Enhancement (STRIVE) Project, Corporations, Associations etc., related in these areas for improving capabilities and efficiency of their employees.

For each program, participation fees are Rs. 55000/- per Residential Participant and Rs 40,000/- per Non-Residential Participant. GST @ 18% per participant is applicable on Participation fees.

(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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union Territory Administration).

We are sure that your organization would take advantage of this opportunity and nominate Executives/Officials to participate in both the Training Programs. Brochures containing details of both the Residential Training Programs are enclosed.

Please confirm the participations latest by:

✓ for circulation

- February 13th, 2022 for "Project Management and Financial Management" at Port Blair, A & N scheduled during Feb. 27-Mar. 03, 2023.
- March 06th, 2023 for "Performance Management, Monitoring & Evaluation for Organizational Excellence" at Gangtok, Sikkim scheduled during March 20-24, 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/राजेश सण्ड)

Director (Economic Services)/निर्देशक (इकनोमिक सर्विसेज)

और/and कार्यक्रम संचालक/Program Coordinator

राष्ट्रीय उत्पादकता परिषद/ National Productivity Council

नई दिल्ली - ११०००३/ New Delhi - 110003

दूरभाष - ०११- २४६०७३०३/८७९९७८४७१५ Phone -011-24607303

8799784715 /9868844272

Email: rajesh.sund@npcindia.gov.in

Encl: Two Program Brochures

01 FEB 2023

G/o. Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
10th Floor, C-Block, Income Tax Towers
A.C. Guards, Hyderabad-500 304



National Productivity Council

Residential Training Programme on Performance Management, Monitoring & Evaluation for Organizational Excellence

PROGRAMME CODE: HQ/ES/T/04/2022-23

Gangtok, Sikkim
(March 20-24, 2023)

monitoring comparative
learning case studies quasi experimental
theory
evaluation analysis
participation
qualitative analysis

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

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

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.

Monitoring and Evaluation is often perceived as being relevant only to those who are employed in the higher ranks of an organization's project management. However, Monitoring is a key control mechanism for ensuring quality, timeliness and efficiency. It provides a way to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing project progress thereby contribute to transparency as well as accountability.

Performance Management aims at building a high performance culture for both the individuals and the teams so that they jointly take the responsibility of improving on a continuous basis and at the same time raise the competence bar by upgrading their own skills within a leadership framework. NPC training programme would help to equip participants with skills, knowledge and attitude necessary for effective and systematic monitoring and evaluation of development programs and projects for achieving organizational excellence..

3. LEARNING 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 describe the risk monitoring and controlling process;
- To enable the participants to carry out project monitoring and evaluation, and describe outputs common to all knowledge areas at their work place.

4. BROAD PROGRAMME COVERAGE

- Core elements, principles and benefits of an Effective Performance Management framework;
- Expectations and objectivity of measuring individual performance using competencies as key measures;

- Concepts, Objective and Approaches of Project Monitoring and Evaluation;
- Tools and Techniques for Project Monitoring and Evaluation

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

Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, 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 Experts & other Renowned and Experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	HQ/ES/T/04/2022-23
Programme Fee for Residential Participants	Rs. 55,000 (Rupees Fifty-Five thousand only) plus GST @ 18% per participant for Residential Participants . Rs. 40,000 (Rupees Forty thousand only) plus GST @ 18% per participant for Non-Residential Participants
Program Schedule	Gangtok Sikkim (March 20-24, 2023) Programme starts on 20-03-2023 at 1530 hrs. Programme closes on 23-03-2023 at 1800 hrs. Check in for Residential Participants: 20-03-2023 (AN) Check out for Residential Participants: 24-03-2023 (FN)
Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.	

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.

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
<ul style="list-style-type: none"> • 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 	

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

**The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road
New Delhi – 110003
Email Id: npctraining@npcindia.gov.in
Tel: 011-24607319**

**Shri Rajesh Sund
Director (Economic Services),
Program Coordinator
Mobile: 8799784715
Email: rajesh.sund@npcindia.gov.in**

➤ Last date for Receiving of nominations: 06-03-2023

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 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.
- ❖ Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

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

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आज़ादी का
अमृत महोत्सव

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



(Under Department for Promotion of Industry and Internal Trade)
Ministry of Commerce and Industry
Government of India
5-6, Institutional Area, Lodhi Road
New Delhi – 110003
Tel: +91-11-24607303
rajesh.sund@npcindia.gov.in

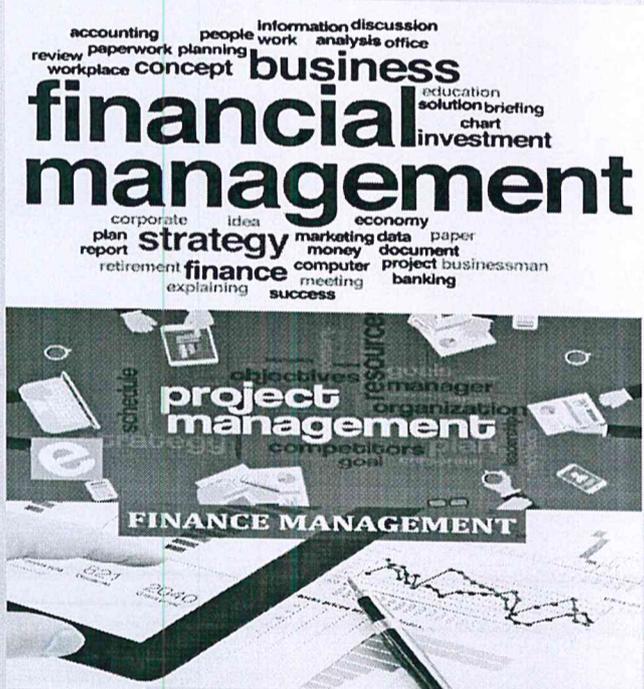


National Productivity Council

Residential Training Programme
on
**PROJECT MANAGEMENT &
FINANCIAL MANAGEMENT**

PROGRAMME CODE: HQ/ES/T/03/2022-23

*Port Blair, A&N
(Feb.27-Mar.03, 2023)*



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
- Tools and techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

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

Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, 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 Experts & other Renowned and Experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	HQ/ES/T/03/2022-23
Programme Fee for Residential Participants	Rs. 55,000 (Rupees Fifty-Five thousand only) plus GST @ 18% per participant for Residential Participants . Rs. 40,000 (Rupees Forty thousand only) plus GST @ 18% per participant for Non-Residential Participants
Program Schedule	Port Blair, A&N (Feb. 27-Mar. 03, 2023) Programme starts on 27-02-2023 at 1500 hrs. Programme closes on 02-03-2023 at 1800 hrs. Check in for Residential Participants: 27-02-2023 (AN) Check out for Residential Participants: 03-03-2023 (FN)
For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,500 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.	

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.

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none">• 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

10. HOW TO APPLY

➤ Please apply in prescribed application format enclosed with this brochure. 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

➤ Last date for Receiving of nominations: 13-02-2023

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 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.
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- ❖ 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.



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

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

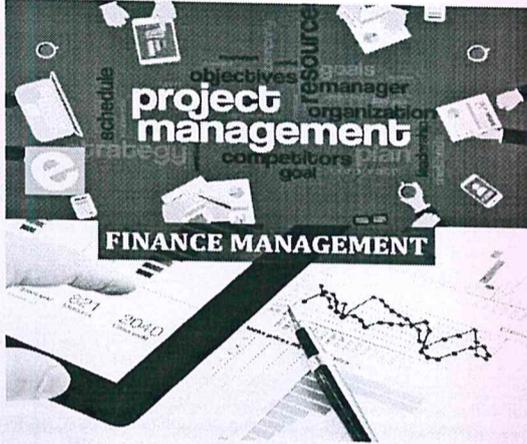
Address

Contact Number:

Email ID:

Signature

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



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Tel: +91-11-24607303

Mobile: 8799784715

rajesh.sund@npcindia.gov.in

Forthcoming Residential Training Programs

PROGRAMME	PROGRAMME CODE	DATES	VENUE
Performance Management, Monitoring and Evaluation for Organizational Excellence	HQ/ES/T/04/2022-23	March 20-24 2023	Gangtok, Sikkim