

**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/2019

Date: 09/09/2019

Training Circular

Sub: Training - NPC Residential Training Programme on “Conflict Resolution & Financial Management” conducted by National Productivity Council at Gangtok, Sikkim from 23rd to 27th September, 2019 - Request for Nominations - reg.

Please find enclosed herewith the letter dated 02.09.2019 regarding the Residential Training Programme on “Conflict Resolution & Financial Management” conducted by National Productivity Council (NPC, autonomous organization under the ministry of commerce and industry Govt. of India) at Gangtok, Sikkim from 23rd to 27th September, 2019 for executives/officials of Central Government for Circulation.

Further it is informed that the above training course is a paid course. The course fee is **Rs.49,000/-** for Residential Participants and **Rs.37,000/-** for Non Residential Participants. GST @18% per participant is applicable on participation fees. The last date for receiving willingness of Officers in this office is **11-09-2019**. The willingness application(s) should be send alongwith the fund availability certificate from the concerned DDOs.


(M. MOHAN BABU)

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

Encl: As above.

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

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
Project Management and Financial Management	04-08 Nov, 2019	Port Blair
Resource Management, Monitoring and Evaluation	09-13 Dec, 2019	Goa

RESIDENTIAL TRAINING PROGRAMME Conflict Resolution & Financial Management Gangtok, Sikkim Sept 23-27, 2019



Organised By



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

INTRODUCTION

The environment in which organizations operate is rapidly becoming more complex than ever before. Occurrence of conflict is an inevitable part of work. There are situations where people with different goals and needs have clashed, resulting in intense personal animosity. Conflict Resolution is a way for two or more parties to find resolution to a disagreement. The disagreement may be personal or work-related and the best course of action is to face the issue directly and work towards resolving the disagreement.

Good Financial Management is essential for an organization to succeed. It helps in gaining working knowledge of core financial principles and understand how financial decisions helps in making effective use of resources, fulfill 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 provide the importance of learning techniques and strategies that can effectively be utilized for managing conflict at the workplace and to help participants to understand various aspects of financial management to further develop the skills and confidence to manage various aspects of finance for enabling them to contribute effectively within the organization with a view to improve managerial effectiveness and performance.

OBJECTIVES

- Understand the fundamental concepts of conflicts;
- Define confrontation and their role in managing conflict at the workplace
- Acquire specific tactical capabilities to manage conflict 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.

CONTENTS

- Demonstrated skills in resolving conflict and confrontation
- Managing conflict and strategies that can be effectively utilized for resolving the conflict situation;
- Insight into Financial Planning, Risk Management and Investments;
- Concepts, Objective and Approaches of Financial Management;
- Financial Decision Making & Valuation Techniques

PARTICIPANT'S PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFs, 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.

PROGRAMME SCHEDULE

Gangtok, Sikkim (Sept 23-27, 2019)

Programme starts on	23-09-2019 at 1530 hrs.
Programme closes on	26-09-2019 at 1800 hrs.
Check in for Residential Participants	23-09-2019 (AN)
Check out for Residential Participants	27-09-2019 (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 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. 49,000 (Rupees Forty Nine Thousand only) plus GST @ 18% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 37,000 (Rupees Thirty seven Thousand 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, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory 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
Indian Overseas Bank, Golf Links, New Delhi -110003
SB A/c No. 02650100009207 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.7,000 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.

CONTACT INFORMATION

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

Shri Rajesh Sund
Faculty; Director(ES)
& Programme Coordinator, NPC
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 **Sept 9, 2019** to the following address:

Dr. K P Sunny
Programme Director & Group Head (ES)
NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi 110 003
Phone: 91-11-24607350/09811045547
Fax: 91-11-24615002; Email: kp.sunny@npcindia.gov.in