



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान

(वित्त मंत्रालय, भारत सरकार की एक स्वायत्तशासी संस्था)

ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

(An Autonomous Institute of Ministry of Finance, Government of India)



आजादी का
अमृत महोत्सव

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29/4/22
Usha Sharma
Chief Secretary

File No. T-14011/23/2022-MDP /51

Date: 19th April, 2022

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

मुख्य सचिव कार्यालय

राजस्थान, जयपुर

पत्रिका संख्या

948315/CS/22
02/05/22

AS (AI)

Respected Madam,

The Arun Jaitley 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:

- 25th July – 29th July, 2022
- 31st October – 4th November, 2022

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 Organizations.

The objectives of the programme along with the fee and detailed course contents are annexed with a request to nominate maximum officers from your esteem organization. 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.

Yours faithfully,

सचिव (वित्त-1) विभाग
सचिवालय, राजस्थान, जयपुर
पत्रिका संख्या 948348
दिनांक

Sachita Yadav
(Dr. Sachita Yadav)

To

Ms. Usha Sharma, IAS
Chief Secretary,
Government of Rajasthan
Secretariat, Tilak Marg,
Jaipur - 302 005
(Rajasthan)

Encl: As above



Arun Jaitley National Institute of Financial Management

FIVE-DAY MANAGEMENT DEVELOPMENT PROGRAMME ON 'FINANCIAL DECISION-MAKING USING EXCEL'

Programme Date: (i) 25th July – 29th July, 2022
(ii) 31st October – 4th November, 2022

The Arun Jaitley National Institute of Financial Management (AJNIFM) 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. AJNIFM is a premier resource center for the capacity building of senior, middle and entry level of managers in Government of India. AJNIFM 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.

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.

Apart from capacity building, AJNIFM 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.

AJNIFM 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 AJNIFM 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 Organizations. 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 to be organized from 25th July – 29th July, 2022 and 31st October – 4th November 2022.

Programme Content


- Introduction to Accounting and Finance
- Introduction to Excel as a tool in Financial Decision Making
- Preparing and Analyzing 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 AJNIFM 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 'Arun Jaitley National Institute of Financial Management' payable at 'Faridabad' may be sent to Dr. Sachita Yadav, Asst. Professor (Finance & Accounts) and Programme Director, AJNIFM, Sector-48, Pali Road, Faridabad-121001, Haryana.

Venue and Reporting

The venue of the programme is Arun Jaitley National Institute of Financial Management (AJNIFM), 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. AJNIFM 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 AJNIFM 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		 Arun Jaitley National Institute of Financial Management (An autonomous institution of Ministry of Finance, Government of India)
Shri Prabhat R Acharya, <i>Director</i> Tel. No. : + 91 129 2418870 Fax No. : + 91 129 2418867 Email : director@nifm.ac.in		
Programme Director	Other Important Phone Numbers	
Dr. Sachita Yadav, <i>Assistant Professor (Finance and Accounts)</i> Tel. No. : + 91 129 2465229, 2465290 Fax No. : + 91 129 2418867 Mob No. : 9210764043 Email : sachita@nifm.ac.in	MDP Cell Tel No. : +91 129 2465208, 2465259 Hostel Tel No. : +91 129 2465320, 2465307	Sector – 48, Pali Road, Near Badkhal Lake National Capital Region Faridabad, Haryana, India – 121001 www.ajnifm.ac.in www.ajnifm.edu.in



NOMINATION FORM
Management Development Programme
on

'FINANCIAL DECISION MAKING USING EXCEL'

Programme Date (i) 25th July – 29th July, 2022
(ii) 31st October – 4th November, 2022

Name _____
Male Female
Designation _____
Organization _____
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 _____ Telex _____ Fax _____ Email _____
Detail of Fee Sent _____

Signature of the Sponsor
with stamp of the organization

Date:
Please return the completed form to:

Dr. Sachita Yadav, Asst. Professor (F&A)
ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
Sector-48, Pali Road, Faridabad – 121 001. Haryana.
Telephone: 0129-0129-2465229, 2465290(0) 9210764043 Fax: 0129-2418867, 2418879

Email: sachita@nifm.ac.in

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