

# NPC Residential Training Program on "Procurement Management & Financial Management" (September 9-13, 2024)- Gangtok, Sikkim - Request for Nominations

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To: ds-dop@rajasthan.gov.in <ds-dop@rajasthan.gov.in>;

**T2425ECO04**  
**3<sup>rd</sup> July, 2024**

## **Sub: NPC Residential Training Program on "Procurement Management & Financial Management" (September 9-13, 2024)- Gangtok, Sikkim -Request for Nominations**

**Sir/Madam,**

*National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on **Procurement Management & Financial Management**" during **Sept 9-13, 2024 at Gangtok, Sikkim.***

*NPC Training Program has been designed to inculcate the importance of Public Procurement & Financial Management by updating skills, knowledge on best practices needed to effectively manage procurements and contracts in the public sector environment within the organization. The Training shall also emphasize various aspects of managing financial resources more productively in improving managerial effectiveness and performance.*

*The Residential Training Program has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE) etc., for improving their Administrative and Financial Capabilities.*

**The participation fee is Rs. 60,000/- for Residential Participants and Rs. 44,000/- for Non-Residential Participant. GST @18% per participant is applicable on Participation fees.**

We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Officials to participate in the Residential Training Program.

Please confirm the participations latest by **Aug. 23<sup>rd</sup>, 2024**. 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**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

## **ABOUT TRAINING PROGRAM**

### **1. LEARNING OBJECTIVES**

- To understand the kind of system and practices existing in Procurement Management and to evolve better methods.
- To understand the General Financial Rules in Public Procurement
- To understand the importance of early resolution of disputes related to supply chain and the mechanisms to deal.
- To understand the pitfalls of Financial Management.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key Financial Risks;

### **2. BROAD PROGRAMME COVERAGE**

- Concept of Public Procurement Management
- Procurement of Consulting Services
- Contract Management & Vendor Selection
- Approaches to Financial Management
- Tools and Techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

### **3. 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.

### **4. PARTICIPANTS' PROFILE**

Officials awarding public contracts or new to the process of procuring public work, or, who wants an understanding of the foundations of the procurement process from various functions in Centre & State

Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume this role in future.

## 5. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

## 6. PROGRAMME FEE & VENUE

<b>Programme Code: T2425ECO04</b>	
<b>Participation Fees</b>	<p><b>For Residential Participants-- Rs. 60,000</b> (Rupees Sixty Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</p> <p><b>For Non-Residential Participants-- Rs. 44,000</b> (Rupees Forty-Four only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.</p>
<b>Programme Schedule</b>	<p style="text-align: center;"><b>Gangtok, Sikkim (Sept 09-13, 2024)</b></p> <p><b>Programme starts on</b> 09- 09-2024 at 1530 hrs.  <b>Programme closes on</b> 12- 09-2024 at 1800 hrs.  Check in for Residential Participants: <b>09- 09-2024 (AN)</b>  Check out for Residential Participants: <b>13- 09-2024 (FN)</b></p>
<p>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 on first-come-first-served basis subject to realization of participation fee before the last date of submission of nominations.</p>	
<p>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.8,000 respectively for the entire duration, payable directly to the hotel by the participant.</p> <p style="text-align: center;"><b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b></p>	

## 7. PAYMENT DETAILS

<b>Programme Fee inclusive of GST to be paid in advance and proof of payment to be attached.</b>
<ul style="list-style-type: none"> <li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li> <li>• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.</li> <li>• Programme Fees per Participant plus GST to be paid in advance.</li> <li>• NPC'S PAN No: AAATN0402F,</li> <li>• NPC'S GSTIN: 07AAATN0402F1Z8</li> </ul>

## 8. HOW TO APPLY

**Please fill the following details of Nominated Participants**

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

**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*):

*Also provide GST No. of Organization/Institution along with details of UTR No. towards Participation fees including GST @18%*

**Tick, if Organization is GST Exempted**

**OR if Organization is Not GST Exempted**

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

***As per GST 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.***

- I/We hereby declare that we meet all the conditions stipulated in the a forementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

**DECLARATION**

I certify that the above information is correct

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**9. 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.
- **Nominations may be sent to the following address:**

**Shri Rajesh Sund**  
**Director (Economic Services), NPC**  
**Faculty & Programme Coordinator**  
**Ph.91-11-24607303/8799784715**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

➤ **Last date for Receiving of Nominations: 26-08-2024**

## UPORTHCOMING RESIDENTIAL TRAINING PROGRAMS

PROGRAMME	DATES	VENUE
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<b>Effective Office Administration and Financial Management</b>	<b>Oct 14-18, 2024</b>	<b>Varanasi, Uttar Pradesh</b>
<b>Stress Management and Strategic Financial Planning for Organizational Excellence</b>	<b>Nov 18-22, 2024</b>	<b>Port Blair, A &amp; N</b>
<b>Project Management and Financial Management</b>	<b>Dec 16-20, 2024</b>	<b>Gangtok, Sikkim</b>
<b>Effective Office Administration and Financial Management</b>	<b>Jan 20-24, 2025</b>	<b>Port Blair, A &amp; N</b>
<b>Procurement Management and Financial Management</b>	<b>Feb 17-21, 2025</b>	<b>Port Blair, A &amp; N</b>
<b>Conflict Resolution and Strategic Financial Management</b>	<b>Mar 24-28, 2025</b>	<b>Gangtok, Sikkim</b>