

No. EDN-H (21) B (15) 47/2017-All Type Training-

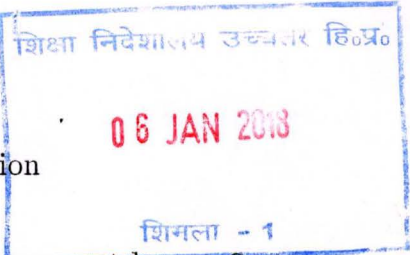
Directorate of Higher Education

Himachal Pradesh

Telephone Number: 0177-2653120, Extension: 234 Fax: 0177-2812882

E-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

Dated: Shimla-171001 the



From:- The Director of Higher Education
Himachal Pradesh

To All the Deputy Director of Higher Education
in Himachal Pradesh

Subject: - Regarding Residential Training Programme on Advance Course on Right to Information Act, 2005 (Focus: Effective Implementation on RTI Act & CIC/SIC Judgments) and Modern HR Practices” at Port Blair (Andaman & Nicobar Islands) during 05-09th February, 2018.

Memo: The National Productivity Council, Utpadakta Bhawan, Lodhi Road, New-Delhi is going to conduct training programme on **“Advance Course on Right to Information Act, 2005 (Focus: Effective Implementation on RTI Act & CIC/SIC Judgments) and Modern HR Practices”** at Port Blair (Andaman & Nicobar Islands) during 05-09th February, 2018 and requested to depute participants for above said programme.

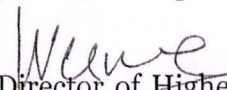
In this connection, you are hereby directed to depute willingness participants for above said training programme. The willingness candidates may apply for the same at their own cost on voluntary & self- financing basis. Further, it is informed that information related to training programme is available/can be downloaded from the website: www.ncpindia.gov.in.

— sd —

(Dr. Uma Verma)
Jt. Director of Higher Education(C-II)
Himachal Pradesh
E-mail: umaverma23@gmail.com
Phone No. 0177-2652579

Endst. No. EDN-H (21) B (15) 47/2017-All Type Training-Dated: Shimla-171001 the
Copy for information to:-

- 1 The Principal Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. his letter Number-EDN-A-Kha (15) 5/2017-dated: 01/01/2018.
- 2 Shri G. Saravanan, Regional Director, National Productivity Council, Utpadakta Bhawan, Lodhi Road, New-Delhi w.r.t. his reference Number-5164-dated: 27/11/2017.
- 3 The Superintendent (Computer / IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to upload the same on departmental website.
- 4 Guard file.


Jt. Director of Higher Education(C-II)
Himachal Pradesh

NO. EDN-A-Kha (15)5/2017.
Government of Himachal Pradesh
Department of Higher Education

Ces
04/01/2018

From

The Principal Secretary (Education) to the
Government of Himachal Pradesh

To

The Director Higher Education
Himachal Pradesh-171001.

Dated, Shimla-2 the 18th Dec^r, 2018.

Subject: - Reg. Residential Training Programme on "Advance Course on Right to Information Act, 2005 (Focus: Effective implementation of RTI Act & CIC/SIC Judgements) and Modern HR Practices" at Port Blair (Andman & Nicobar Islands) during 05-09th February, 2017.

Sir,

I am directed to enclose here with a photocopy of letter No. 5164 dated 28.11.2017 (alongwith its enclosers), received from Sh. G. Saravanan, Regional Director, (Ministry of Commerce & Industry, Govt. of India) SCO 40 (1st floor), Sector 7-C, Madhya Marg, Chandigarh-160019, on the subject cited above and request you to take further necessary action in the matter accordingly.

Yours faithfully

Naresh

(Naresh Thakur)

Joint Secretary (Hr. Edu.) to the,
Government of Himachal Pradesh.

Endst. No. As above. Dated: Shimla the 18th Dec^r, 2018.

Copy to:-

1. Sh. G. Saravanan, Regional Director, (Ministry of Commerce & Industry, Govt. of India) SCO 40 (1st floor), Sector 7-C, Madhya Marg, Chandigarh-160019 w.r.t. his letter referred to above.
2. Guard file.

(Naresh Thakur)

Joint Secretary (Hr. Edu.) to the,
Government of Himachal Pradesh.
Email-nthakur_78@yahoo co.in
Ph. No.0177-2628501.

100484

02 JAN 2018

Naresh

उत्पादकता परिषद्

ए एन सी सी संस्थान, भारत सरकार

ए. 40 (पहली मंजिल) सेक्टर 7 सी,
एन, चण्डीगढ़ - 160 019



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SGO 40 (1st Floor), Sector 7-C,
Madhya Marg, Chandigarh - 160 019

54184542
30/12/17

Ref No.: 5164

Dated: 28.11.2017

Sub : Residential Training Programme on "Advance Course on Right to Information Act, 2005 (Focus: Effective implementation of RTI Act & CIC/SIC Judgements) and Modern HR Practices" at Port Blair (Andman & Nicobar Islands) during 5-9th February , 2018.

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during 5-9th February, 2018 at Port Blair (Andman and Nicobar Islands). The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments, PSUs, Boards and Corporations should train their concerned officials on RTI for effective implementation .

The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments, PSUs, Boards and Corporations should train their concerned officials on RTI for effective implementation .

As you are aware that the Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization. This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act.

As you know that people are the assets on which competitive advantage is built, whether in the public or private sector. So human resource management and the practices associated with it have become accepted by managers in all forms of organisations as one of the most important strategic levers to ensure continuing success.

Effective communication, interpersonal relations, conflict resolution, employee performance management, Time and stress management , creating good organizational culture, knowledge management and talent management are some of the core HR skills that all officers/managers must possess in order to contribute maximum to the organizational objectives. Also , a key element in modern HR practices is its alignment of human efforts with the strategy of the organisation. Getting best out of human resources under all circumstances is what an organization needs for survival and growth. The programme has been designed to equip the participants about modern HR practices so that they can manage human resources to get maximum productivity from employees

A brochure containing detailed information about the programme is enclosed. You are requested to nominate Senior Officers from your organization to participate in this programme.

Thanking You,

Yours truly,

(G.Saravanan)
Regional Director

Kao
29/12
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PROGRAMME FEE

46,900/- (Rupees Forty Six Thousand Nine Hundred only) plus applicable GST(at present 18%) per participant which includes participation fee and boarding and lodging of participant. Accompanying spouse and Children will have to pay to the hotel directly in cash towards dining & lodging. The requisite participation fee must be sent along with application.

LOGISTICAL ARRANGEMENTS

Participants will have to make their own travel arrangements to reach the venue of the programme on 05.02.2018 (AN) and return on 09.02.2018(F.N). Complete stay arrangements including breakfast, lunch & dinner have been made in the hotel and charges are included in the programme fee.

NOMINATIONS

Nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, bank details are as under:

Bank A/C No. 026501000009207
IFSC/RTGS/NEFT Code: IOBA 0000265
MICR Code: 110020007
UPI No. : AAATN0402F
UPI ID No : 04AAATN0402F1ZE

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003
Number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 25.01.2018.

INQUIRIES AND MAILING ADDRESS

Regional Director
NATIONAL PRODUCTIVITY COUNCIL
O-40, 1st Floor, Sector 7-C, Madhya Marg, Chandigarh
Ph: 0172-2794109, 2794110; Fax: 0172-2794109

RESIDENTIAL TRAINING PROGRAMME

ON

MANAGING FINANCE FOR IMPROVING ORGANIZATIONAL PERFORMANCE

AND

EFFECTIVE COST MANAGEMENT

AT

**PORTBLAIR
(ANDAMAN AND NICOBAR ISLANDS)**

DURING

5-9th February, 2018



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

PROGRAMME OBJECTIVES:

Managing Finance for Improving Organizational Performance:

- To discuss concepts, processes and techniques of financial and cost management.
- To provide inputs for effective financial planning, financial control and financial decision making.
- To provide an insight into the philosophy and concept of Zero Base Budgeting and Outcome Budgeting together with a clear understanding of the steps involved in its formulation and discuss the issues in implementation.

EFFECTIVE COST MANAGEMENT:

- To discuss concepts and principles of Effective Cost Management.
- To discuss cost management process and cost management tools.
- To provide inputs for designing and implementing an Effective Cost Management System.
- To discuss key issues and drivers Cost Management.

CONTENTS

MANAGING FINANCE FOR IMPROVING ORGANIZATIONAL PERFORMANCE:

- Overview of Financial Management.
- Financial planning, financial control and financial decision making.
- Strategic Cost Management.
- Activity Based Costing & Performance Budgeting.
- Zero based budgeting.
- Outcome Budgeting.
- Interpretation of Financial Statements, Ratio Analysis.
- Risk Management.
- Financial Decision Making Tools.
- Financial Auditing.
- Case Studies and Exercises.

EFFECTIVE COST MANAGEMENT:

- Concepts and principles of Effective Cost Management
- Cost management process and cost management tools
- Cost Accounting and budgeting

- Project Cost Management.
- Methodology for designing and implementing an Effective Cost Management System.
- Key issues and drivers in the implementation of Corporate Social Responsibility.

PARTICIPATION:

- Senior Financial Officers/ Managers from Ministries, Central & State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings, Institutes, Banks and other Public financial institutions, Autonomous Organisations, Societies, service sector and Private Organizations. Chartered Accountants, Company secretary, registered valuers, internal and external auditors, financial advisors, financial experts, financial consultants and other professionals from all types of organizations.
- Senior Officers/ Managers from all Organizations (Government and Private Sector) dealing with financial planning & management and cost control.

METHODOLOGY:

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION:

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course.

VENUE & DATES:

**PORTBLAIR
(ANDMAN AND NICOBAR ISLANDS)**

5-9th February, 2018 (FOUR NIGHTS ONLY)

Check-in: 05.02.2018 (A.N) Check-out: 09.02.2018 (F.N)- Four Nights Only