

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

Directorate of Higher Education

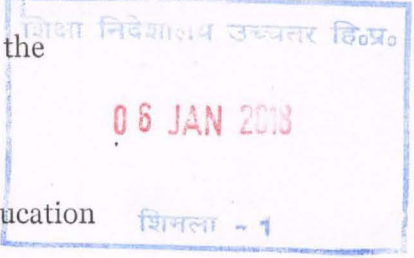
Himachal Pradesh

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 Managing Finance for Improving Organizational Performance and Effective Cost Management 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 **“Managing Finance for Improving Organizational Performance and Effective Cost Management”** 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](http://www.ncpindia.gov.in).

Sign

(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-5163-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

17
5/10/17

From

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

To

The Director Higher Education
Himachal Pradesh-171001,
Dated, Shimla-2 the

1st Jan.
December, 2017.

Subject: - Reg. Residential Training Programme on "Managing Finance for
improving organizational performance and Effective Cost
Management" at Port Blair (Andman & Nicobar Islands) during 01
09th February, 2018.

Sir,

I am directed to enclose here with a photocopy of letter No. 516
dated 27.11.2017 (alongwith its enclosers), received from Sh. G. Saravana
Regional Director, (Ministry of Commerce & Industry, Govt. of India) SCO 40 (1
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 Thakur)

(Naresh Thakur)
Joint Secretary (Hr. Edu.) to the,
Government of Himachal Pradesh.
the December, 2017.

Endst. No. As above. Dated: Shimla
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 with 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.

100507

02 JAN 2018

Chob. 12/1

उत्पादकता परिषद्



NATIONAL PRODUCTIVITY COUNCIL

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

SCO 40 (1st Floor), Sector 7-C,

Madhya Marg, Chandigarh - 160 018

उत्पाद एवं उद्योग मंत्रालय, भारत सरकार)

कॉ. 40 (पहली मंजिल) सेक्टर 7 सी,

मार्ग, चण्डीगढ़ - 160 018

SPECIAL SECRETARY
EDUCATION & ADULT EDUCATION
GOVT OF HIMACHAL PRADESH
SHIMLA HIMACHAL PRADESH

Ref No.: 5163

Dated: 27.11.2017

54184537

30/12/17

Sub: Residential Training Programme on "Managing Finance for improving organizational performance and Effective Cost Management" at PORTBLAIR (ANDMAN AND 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 training course during 5-9th February, 2018 at PORTBLAIR (ANDMAN AND NICOBAR ISLANDS).

You are aware that the financial management is the most important functional area of any organisation. All other functional areas depend on financial management. Efficient financial management is required for survival, growth and success of any organization. Financial Management is the efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the organization. Cost and finance play a vital role in translating organizational objectives and plans into desired results and is also one of the most important parameters for evaluation of organizational performance.

This programme has been designed to enhance the competence and skills of Finance Officers/Managers/Financial Advisors/Professionals so that they are effective in financial planning, financial control and financial decision making.

Cost management has become an essential area now a day for organization survival and growth. While formulating the strategy for the accomplishment of organizational overall objectives, different cost driver should be clearly identified. Identification of key cost drivers helps organizations to focus on key activities that will constitute almost 90% of the total costs. In view of this, designing and implementing an effective cost management system becomes top priority. This implies that organization should be stalling appropriate framework of strategic cost management to reduce its costs in key areas on which the success of organization is heavily dependent.

This programme has been designed to train Senior Officers/Managers on identification and management of different cost drivers so that they are effective in decision making for cost management.

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. The programme is residential and fee is inclusive of board and lodge. The number of seats are limited and nominations will be accepted on first-cum-first serve basis.

Thanking you,

Yours truly,

(G.Saravanan)
Regional Director

PROGRAMME FEE:

46,900/- (Rupees Forty Six Thousand Nine Hundred only) plus licable 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 boarding & lodging. The requisite participation fee must be sent along with application.

PHYSICAL 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
S/RTGS/NEFT Code: IOBA 0000265
IFSC Code: 110020007
UPI No. : AAATN0402F
IBAN 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
Tel: 0172-2794100, 0172-2794110; 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