



National Productivity Council

Residential Training Programme
on

**Contract Management & Financial
Management
for Organizational Excellence**

PROGRAMME CODE: TP/23-24/130

Gangtok, Sikkim
(March 18th-22nd 2024)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Contract Management refers to enable to manage the creation, implementation, and evaluation of contracts in an organisation effectively managing the challenges like poor communication between teams, lack of clarity, suppliers not fulfilling their obligations, level of involvement, being unaware of hidden risks and more. Effective implementation helps in minimizing risk, financial optimization, improving transparency, productivity/operational effectiveness etc.

Good Financial Management is essential for an organization to succeed. It helps in making effective use of resources, fulfil 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 inculcate the importance of Contract Management & Financial Management by updating skills, knowledge on best practices. The Training emphasize on various aspects of managing financial resources more productively and highlights the basic concepts of Contract Management, such as fundamental principles and benefits of the contract management system in improving managerial effectiveness and performance.

3. LEARNING OBJECTIVES

- To understand the kind of contract, incompleteness and ambiguity, intent and interpretation.
- To understand the roles and responsibilities, change management and liabilities.
- To know about the guidelines of relationship management and negotiation management.
- 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;

4. BROAD PROGRAMME COVERAGE

- Principles and Benefits of the Contract Management System
- Ways & Selection of Vendor, Negotiation Management and Management of Service Delivery.
- Understanding of Contract Formation and Remedies under Contracts
- Approaches to Financial Management
- Tools and Techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

5. 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.

6. PARTICIPANTS' PROFILE

Officials new to the process of procuring public work, or awarding public contracts, who wants an understanding of the foundations process as well as Officers from various functions of 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 the managerial role in future.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/130
Programme Fee for Residential Participants	Rs. 56,000 (Rupees Fifty-Six Thousand only) plus GST @ 18% per participant for Residential Participants . Rs. 42,000 (Rupees Forty-Two Thousand only) plus GST @ 18% per participant for Non-Residential Participants .
Program Schedule	Gangtok, Sikkim (Mar 18-22, 2024) Programme starts on 18-03-2024 at 1530 hrs. Programme closes on 21-03-2024 at 1800 hrs. Check in for Residential Participants: 18-03-2024 (Afternoon) Check out for Residential Participants: 22-03-2024 (Forenoon)
Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI In case of ECS Payment, the payment details should be intimated accordingly along with UTR number Programme Fees per Participant plus GST to be paid in advance NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

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

➤ Last date for Receiving of nominations: **02-03-2024**

11. 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.
- ❖ Participants are required to follow the necessary COVID protocols during training.



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence
1					
2					
3					
4					
5					

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*):
