



National Productivity Council

**Residential Training Programme
on**

**PROCUREMENT MANAGEMENT &
FINANCIAL MANAGEMENT**

PROGRAMME CODE: T2425ECO04

**Gangtok, Sikkim
(Sept. 09th-13th 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

An immense number of studies demonstrate that effective procurement system and methodology followed by a well fabricated systematic inventory management system takes the organisation to meet its macro-objective of its effective production and cost-effective process. Public Procurement is now recognized as a strategic tool for achieving developmental, social and environmental objectives of governments, rather than using it as a tool for mere compliance with rules and regulation. Since public funds are being spent on public procurement for which specific rules and procedures have been framed therefore, the executives, officers and staff engaged in public procurement have thorough knowledge of all the relevant rules, regulations and procedures of public procurement.

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 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 and shall emphasize on various aspects of managing financial resources more productively in improving managerial effectiveness and performance.

3. 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;

4. BROAD PROGRAMME COVERAGE

- Concept of 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

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 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.

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	T2425ECO04
Programme Fee for Residential Participants	For Residential Participants-- Rs. 60,000 (Rupees Sixty Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. For Non-Residential Participants-- Rs. 44,000 (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.
Program Schedule	Gangtok, Sikkim (Sept 09-13, 2024) Programme starts on 09- 09-2024 at 1530 hrs. Programme closes on 12- 09-2024 at 1800 hrs. Check in for Residential Participants: 09- 09-2024 (AN) Check out for Residential Participants: 13- 09-2024 (FN)
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**
**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

➤ Application Form for 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: 26-08-2024**



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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Procurement Management & Financial Management**

Programme Code: **T2425EC004**

Programme Duration: **Sept 09-13, 2024**

Venue/ Location: **Gangtok, Sikkim**

Select Participation on Residential Basis **OR Non-Residential Basis**

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					

Details of Nominating Authority:

Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)

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 aforementioned 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.
- *I certify that the above information is correct

Signature: _____ Date: _____ Place _____

For Organisation who are Not Exempted and having GST registration GST No. (Kindly provide the GST number of organisation on which GST Invoice to be raised) (Mandatory) _____

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

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.
- ❖ 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.
- ❖ NPC shall offer 5% discount on participation fee to organizations sponsoring 3-5 participants, 7.5% discount on participation fee to organizations sponsoring 6-10 participants and 10% discount on participations fee to organizations sponsoring more than 10 participants.
- ❖ 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. Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.