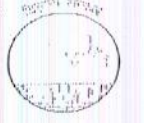




दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लोनिवि,
12वां तल, बहु-मंजिला भवन, इंद्रप्रस्थ संपदा, नई दिल्ली: 110002
☎ 23490260, 23724560, 23311293 फ़ैक्स 23319021
Toll Free Complaint No. 1800 11 0093
वेबसाइट: <http://pwd.delhigovt.nic.in>
ई-मेल: pwdhqdelhi@gmail.com/dppwdhqdelhi@gmail.com



संख्या:10(1)/प्रमुख अभि./निदेशक/लोनिवि/2018/ 5774

दिनांक 12-09-2018

सेवा में:

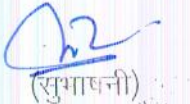
प्रधान मुख्य अभियंता(अनु.),
लोनिवि, एमएसओ भवन,
नई दिल्ली ।

प्रधान मुख्य अभियंता(परि.),
लोनिवि, एमएसओ भवन,
नई दिल्ली ।

विषय: Residential programme on finance for 1100
financial officials, managers from November 12-16-18
at Hotel Lepra Chandens, Vasco-da-Gama(Goa):
संदर्भ:-----

उपरोक्त विषय पर प्राप्त पत्र की प्रतिलिपि संलग्न की जा रही हैं । आपसे अनुरोध है
कि उपरोक्त प्रशिक्षण हेतु इच्छुक अधिकारियों के नामांकन इस कार्यालय को दिनांक 09-10-18
तक भिजवाए ।

संलग्न:उपरोक्तानुसार ।


(सुभाषिणी)

सहायक प्रशासनिक अधिकारी

✓ प्रतिलिपि:—लोनिवि वेबसाईट ।

जयपुर उत्पादकता केन्द्र

41, इन्कम टैक्स कॉलोनी-2,
पोस्ट मालवीय नगर,
जगतपुरा रोड, जयपुर- 302 017



Jaipur Productivity Centre

41, Income Tax Colony - 2, P.O. Malviya Nagar,
Jagatpura Road, Jaipur - 302 017
Fax : 0141-2750473 Ph.: 09414271490, 09610111392
Website : www.jpcjaipur.org
E-mail : jpcjaipur@rediffmail.com

**ENGINEER-IN-CHIEF
PUBLIC WORKS DEPARTMENT
GOVERNMENT OF NCT OF DELHI
MSQ BUILDING
I.P.ESTATE
NEW DELHI- 110002
NCT OF DELHI**

प्रमुख अभियंता

आवृत्ति सं. 11037

दिनांक 6/9/18

No.2018/110 G
August 31, 2018

प्रमुख अभियंता

निदेशक (कार्य एवं स्था.) (C/A)

निदेशक (अनुसंधान)

उप निदेशक (अभियंता)

सहायक (कार्य एवं स्था.) (अ.स. अ.)

Dear Sir / Madam,

You would be glad to know that Jaipur Productivity Centre, Jaipur is organising its 110th Residential Programme on "Finance for Non Financial Officials / Managers" from **November 12-16, 2018** at Hotel Lapaz Gardens, Vasco-da-Gama (Goa).

This programme aims to demystify finance and enable the participants to imbibe financial skills for effective cost management, for better decision making using financial tools to meet and overcome the challenges faced due to paradigm shifts in the working environment. These skills are essential to manage the new threats and take advantage of opportunities.

The brochure outlining details of the programme coverage and methodology is enclosed for your kind perusal. The programme fee of Rs.42000/-plus GST @ 18.00%' (Rs. Forty Two Thousand Only plus GST @ 18.00%) per participant is inclusive of boarding, lodging and cost of programme material, stationery etc. The details for payment by ECS can be provided, if required.

We are sure that you would take full advantage of this and nominate a few officials / managers. The programme is designed for 20 participants and the registration would be accepted on first- come- first -served basis. A registration form is also enclosed for your convenience along with the brochure.

The last date for registration along with the participation fee is October 29, 2018.

Information about our programmes can also be downloaded from our website www.jpcjaipur.org.

Kindly feel free to write to us if you require any clarifications about the programme or any other activity of JPC.

Thanking you and hoping for an early reply,

Yours sincerely,

C.M.Khurana

(C.M.Khurana)
Director

Productivity for Growth and Prosperity

INTRODUCTION

Cost and finance play a vital role in translating organisational objectives and plans into desired results and is also one of the most important parameters for evaluation of organisational / departmental performance. Effective utilisation of money has become a very important contributor to the overall success of any organisation / department.

To be successful each manager/executive must be able to evaluate economic impact of his or her decision at each stage. This can be achieved by making cost-estimation, cost-reduction, cost-control, break-even and GST etc. a part of daily working of a manager / executive.

The omnipresent character of money in our organisations demands that all decision takers must be cost conscious and have adequate familiarity with various financial management terms and concepts.

PROGRAMME OBJECTIVE

- The programme aims at exposing participants to terms, concepts, processes and techniques of financial management so as to demystify finance.
- To understand the behaviour of costs and their applications for decision making and control.
- To explain finance and taxation for everyday use without using the jargon

CONTENTS

- Overview of Financial Management
- Productivity & Finance
- Financial Tools for Decision Making
- Cash to Accrual Base of Accounting
- Zero Base & Outcome Budgeting
- Interpretation of Financial Statements
- Ratio Analysis
- Goods & Services Tax (GST)
- Emerging Concepts in Finance
- Knowledge Management

FACULTY

Senior JPC faculty and experts from the field would conduct the programme.

PARTICIPANTS PROFILE

Senior & Middle level Administrators / Managers / Executives from all functions of Government, Public and Private Sectors, Autonomous Organisations, Banks and other Financial Institutions, Co-operative Sector, Research and Educational organisations etc.

DURATION & VENUE

November 12-16, 2018
Hotel Lapaz Gardens, Vasco-da-Gama (Goa)

Check-in 12-11-2018 (FN)
Check-out 16-11-2018 (AN)

PARTICIPATION FEE

Rs.42000/- plus GST @ 18.00% (Forty Two thousand only plus GST @ 18.00%) per participant for this residential programme. For accompanying spouse the charges would be approximately Rs.6000/- payable at the hotel, for the whole duration. The demand draft should be drawn in favour of Jaipur Productivity Centre, Jaipur

Permanent Account No. AABTJ3316K
GSTIN: 08AABTJ3316K1ZN

LAST DATE FOR REGISTRATION

The last date for receipt of nomination along with the fee is **October 08, 2018.**

ENQUIRIES:

Programme Director (FNF)
Jaipur Productivity Centre
41, Income Tax Colony - 2,
Jagatpura Road, P.O. Malviya Nagar
JAIPUR - 302017
Phone: 09414271490, 09610111392
Fax: 0141-2750473
Website: www.jpcjaipur.org
e-mail: jpcjaipur@rediffmail.com
cmkhurana.jpr@gmail.com

NOMINATION FORM 110th RESIDENTIAL PROGRAMME ON

**FINANCE FOR NON FINANCIAL
OFFICIALS / MANAGERS**
(Focus: Financial Decisions)
November 12-16, 2018

SPONSORING ORGANISATION :	
ADDRESS:	
Fax:	
Phone:	
E-mail:	
PARTICIPANTS DETAILS (Name & Designation)	
ADDRESS E-mail, Mobile	
1.	
2.	
3.	
4.	
Fee: Rs.42000/- plus GST @ 18.00% (Rs.49560/-) per participant. Demand draft/ cheques to be drawn in favour of Jaipur Productivity Centre, Jaipur.	
D.D.No.	Date:
Amount:	Bank:
Bank details for payment by RTGS	
A/c Name:	Jaipur Productivity Centre
Bank :	Axis Bank Ltd
Branch :	Tilak Nagar, Jaipur
Account No.	910010013083057
Type of A/c:	Savings
MICR Code :	302211003
IFSC Code:	UTIB00000031

JAIPUR PRODUCTIVITY CENTRE

Jaipur Productivity Centre (JPC) is an autonomous not-for-profit organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

Our Major activity is to promote productivity / consciousness in Government Departments / Organizations, Public Sector Undertakings (PSUs), Corporate, Banks, Small & Medium industries, Co-operative Societies, Research Organizations and Educational Institutions etc. through Training & Consultancy in Managerial Skills, Management Innovation, Modernisation, Human Resource Development (HRD) and e-Governance. We undertake the training and consultancy in the below mentioned areas.

CONSULTANCY

- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Designing Productivity Norms
- TQM, Quality Circles, Kaizen, 5-S
- Six Sigma and Data Analytics

TRAINING

- HRD customized programmes
- Project Management
- Systematic Problem Solving
- Organisational Effectiveness
- Effective Office Secretary
- E-Governance
- Stress & Time Management
- Zero Base & Outcome Budgeting
- TQM, Quality Circles & Six Sigma

Detailed information of our activities is available on our website: www.jpcjaipur.org

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O. Malviya Nagar
JAIPUR 302017

Forthcoming Residential Programmes*

Programmes	Dates
Emotional Intelligence for Managerial & Personal Effectiveness	September 24-28, 2018 at Ooty (TN)
Knowledge Management	October 22-26, 2018 at Jaipur
Finance for Non Financial Officials / Executives, Focus: Financial Decisions	November 12-16, 2018 in Goa
Transformational Leadership & Change Management	December 17-21, 2018 at Udaipur
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	January 2018 in Goa
Stress & Time Management for Managerial Effectiveness	February 2019 in Goa

* Participation Fee is Rs.42000/- plus GST @ 18.00 % thereafter per participant

* Last date for registration is 14 days before commencement of each programme.

Forthcoming Non-Residential Workshops

Process Management	October 15-16, 2018 At Jaipur
TQM & Six Sigma	November 22-23, 2018 At Jaipur

* Participation Fee is Rs.12000/- plus GST @ 18.00% per participant

* Last date for registration is 14 days before commencement of each workshop

110th Residential Programme

on

FINANCE FOR NON FINANCIAL OFFICIALS / MANAGERS

(Focus: Financial Decisions)

November 12-16, 2018

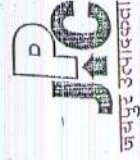
AT

Hotel La-paz Gardens,
Vasco-da-Gama (Goa)



जयपुर उत्पादकता केंद्र

JAIPUR PRODUCTIVITY CENTRE
JAIPUR



जयपुर उत्पादकता केंद्र

Productivity for Growth and Prosperity