

Government of National Capital Territory of Delhi  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
Institutional Area Vishas Nagar, Behind Karkardooma Courts  
Shahdara: Delhi-110032  
Ph. 22308553; Fax 22308556, E-mail [dutcs@nic.in](mailto:dutcs@nic.in)

No.F.1/10/3/15-UTCS/Admn./

Dated:

To

The Special Secretary (Services),  
Services Department,  
Government of NCT of Delhi,  
Delhi Secretariat, I.P. Estate,  
New Delhi-110002.

Sub. : Management Development Programme on "Competency Building : A way for Effective Job Performance" (Feb. 8-12, 2016).

Sir,

I am directed to enclose reference (in original) along with its enclosures on the subject cited above as per details given below:

Sl. No.	References No. & Date	Subject	Last date of Nomination
1.	No. B-33012/CB/MDP/SSK/2015 dated 30.11.2015	Management Development Programme on "Competency Building : A way for Effective Job Performance" (Feb. 8-12, 2016).	01.02.2016

It is requested to take necessary action as regards to circulation and further nomination of Government Officers in the above mentioned training programme.

A copy of the nominations may also be sent to this office for the purpose of record.

Yours faithfully,

Encls. : As above.

/ ( M.B. VIJH )  
ASSISTANT DIRECTOR (ADMN.)/L.O.  
PH: 22301287

No.F.1/10/3/15-UTCS/Admn./ 17225

Dated: 29-12-15

Copy forwarded to :

1. OSD to Chief Secretary/Incharge Principal Secretary (Trg.), 5<sup>th</sup> Level 'A' Wing, Delhi Secretariat for information.
- ✓ 2. Assistant Director (Trg.-IV) Directorate of Training : UTCS for uploading the letter along with enclosures on the website of the Department.

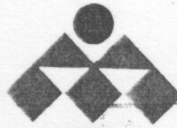
/ ( M.B. VIJH )  
ASSISTANT DIRECTOR (ADMN.)/L.O.

no  
29.12.15

DA-IV

एस. एस. खन्का, एम. कॉम., पी.एच.डी.

S. S. Khanka, M.Com., Ph.D.  
Professor (HR) & Program Chair, PGDM (FM)



राष्ट्रीय वित्तीय प्रबन्धन संस्थान  
(वित्त मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF  
FINANCIAL MANAGEMENT  
(Ministry of Finance, Government of India)

विद्यार्थी (यू.पी.सी. पूर्व)  
135  
10-12-15

OFFICE OF THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI

09 DEC 2015

GAD/2015/58095

B-33012/CB/MDP/SSK/2015

November 30, 2015

Sub: - Management Development Programme on "Competency Building: A Way for Effective Job Performance" (February 08-12, 2016)

Dy. No.....

Dy. No.....

Madam / Sir,

The National Institute of Financial Management, Faridabad, is an autonomous Institute of Ministry of Finance, Government of India and operates as a Centre of Excellence in the field of Education, Training, Consultancy and Research in Financial Management and other allied areas of topical interest. The Finance Minister is the President of the Institute.

The "Survival of the fittest" still holds true in all walks of life including work life. It is competency that makes employees fit for work. The need for and significance of employees competency building is imbued with multiplicity of justifications such as: (i)It capacitates employees to be fit for jobs. (ii)It enables employees to perform more and better. (iii)It helps organization survive and thrive in highly complex and competitive environment. (iv)It serves as competitive advantage to successfully compete with competitors. This therefore, calls for competency building of employees.

We are glad to inform you that the NIFM had already conducted nine MDPs on "Competency Building" during 2010-15 attended by the participants from reputed organizations like Municipal Corporation of Greater Mumbai; Vijaya Bank; NHPC; ONGC; SPMCIL; DRDA, Indian Air Force, Income-Tax Department, Governments of Manipur, Orissa, and Himachal Pradesh; Universities; and Management Institutes. We shall again be conducting a five-day Management Development Programme on "Competency Building: A Way for Effective Job Performance" at NIFM campus from February 8-12, 2016.

The programme has been designed to introduce various competency models and behavioural skills which will help the participants enhance their job competency and, in turn, perform more and better on the job. The programme is designed to meet the needs of middle and senior level officers from Central and State Governments (preferably undersecretary and above and district project level officers), PSUs of Central and State Governments, Autonomous Institutions, Universities, and Research Institutes.

The objectives of the programme along with the detailed course contents are annexed with a request to nominate officers from your esteemed organization. The last date for receiving the nominations is February 1, 2016.

Early response will be highly appreciated.

Yours sincerely,

(S. S. KHANKA)  
Programme Coordinator

AD/Admn

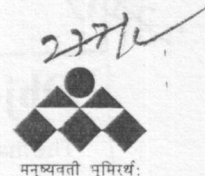
Encl. As above

The Chief Secretary  
Govt. of NCT. of Delhi  
'A' Wing, I.P. Estate,  
New Delhi - 110 002

Dy  
11/12/15  
DA (402)

Q. file from  
11/12/15





मनुष्यवती प्रमिरथः

National Institute of  
Financial Management

## COMPETENCY BUILDING: A WAY FOR EFFECTIVE JOB PERFORMANCE

08th to 12th February, 2016

### ● About NIFM

The National Institute of Financial Management (NIFM) is Centre of Excellence specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance issues for promoting highest standards of professional competence and practice. NIFM is a premier resource center for the capacity building of senior, middle and entry level of management in Government of India. NIFM also caters to the training needs of State Governments, Defence establishments, Banks and other Financial Institutions. Training Programmes are customized and executed for the officials from other countries as well.

NIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and exchange of ideas & experiences among officers from different organized services, different state governments and between personnel of civil and defence establishments.

Apart from capacity building, NIFM is also engaged in serious research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems. The outcomes of such research studies are published and disseminated through Research Papers, Journals and Books.

The Union Finance Minister of Government of India is the President of the NIFM Society and Secretary (Expenditure), Government of India is the Chairman of the Board of Governors (BoG). The Director, NIFM is responsible for the administration and academic programs of the Institute. NIFM has a distinct advantage of an amalgamation of faculty from academics as well as from Government. The Academic Advisory Committee of the NIFM assists NIFM in all matters relating to creating, maintaining and expanding academic, training and research environment. This committee also has eminent members from acclaimed academic fraternity of India. the Management Committee of NIFM handles the day to day affairs of the institute.

*NIFM is the premier Institute to conduct training programme on topics relating to Finance, Accounts, Public Procurement and HR related areas.*

### ● About this course

The old saying "Survival of the fittest" still holds true in all walks of life. Then the obvious but vexing question arises is what makes people fit. More often than not, the answer to it is competency that makes people fit for the job. There is evidence to believe that it is employees' competency that enables them to perform more and better and, in turn, makes difference across the organizations. The need for and importance of employees' competency building is imbued with multiplicity of justifications such as: (i) It capacitates employees to be fit for the jobs. (ii) It enables employees to perform more and better. (iii) It helps organization survive and thrive in ever complex and competitive environment. (iv) It serves as competitive advantage to successfully compete with competitors.

It is against this backdrop, a five-day MDP on "Competency Building: A Way for Effective Job Performance" has been proposed during 08th to 12th February, 2016.



## • Objective of the Programme

The main objectives of the proposed MDP on 'Competency Building' are to:

- Improve and prune the job related knowledge and skills of employees.
- Establish fine fit between employee's skills and knowledge and the job assigned to him / her.
- Develop soft skills to make employees competent in a holistic manner.
- Develop employees' competency to serve as organizational competitive advantage.
- Capacitate employees to perform more and better on their jobs and, in turn, improve organizational performance.

## • Pedagogy and Faculty

The pedagogy will be a mix of lectures, case studies, hands-on sessions, group discussions, quiz sessions, etc. The Faculty consists of NIFM faculty, senior experts from the World Bank, high-level executives from Public Sector Undertakings and senior government officers having profound experiences in the relevant fields. The eminent faculty is one of the strong points of this training.

## • For Whom

- Senior and middle-level officers/executives working in the Government, Public Undertakings, Autonomous Bodies, Indian Forces, Universities, Research Institutes, etc. are eligible to attend.

## • Venue

National Institute of Financial Management (NIFM), Sector-48, Pali Road, Faridabad - 121 001, Haryana. It is located in Faridabad town on Badkhal-Pali Road, about 1 km south of Badkhal Lake crossing. NIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms. from Delhi Airport.

## • Nature & Duration of Programme

Residential programme of two weeks duration to be held from 08th to 12th February, 2016. The weather here during that time of the year will be pleasant.

## • Reporting

Participants are expected to reach NIFM on 07th February, 2016 (Sunday) and proceed for their return journey within a day after conclusion of the programme.



## Programme Outline

In view of above objectives, the main course contents of the MDP are designed accordingly:

- Competency Mapping
- Competency Building
- Developing Performing Attitude
- Developing Emotional Intelligence
- Improving Communication Skills
- Improving Inter-personal Relations
- Resolving Inter-personal Conflicts
- Building High Performance Teams
- Creative Problem Solving

### • Course Fee

The fee for the Programme is ₹40,075/- (course fee ₹ 35,000/- + service tax 14.50%) inclusive of Service Tax per participant. It includes Tuition Fee, Course Material, Boarding and Lodging. It does not include to and fro journey to NIFM and per diem. Accommodation to the participants will be provided in the Hostel of the Institute. Duly completed nomination form(s) along with Demand Draft for ₹39,000/- per participating officer drawn in favour of 'Accounts Officer, NIFM' payable at 'Faridabad' may be sent to Programme Director, NIFM, Sector - 48, Pali Road, Faridabad-121001, Haryana. The course fee may be remitted by way of Cheque/DD drawn in favor of 'Accounts Officer, NIFM' payable at Delhi/Faridabad or through NEFT/RTGS, the details of which will be given below:

### • Last Date

The Last Date for receipt of nomination (format enclosed) along with course fee is 01st February, 2016. We will however appreciate, if nomination with course fees are sent earlier.

• Name of the Accounts Holders	National Institute of Financial Management
• Beneficiary Address	Sector-48, Pali Road, New Delhi -121 001
• Contact Person	Shri Anil Kumar, Accounts Officer
• Phone No.	0129-2465234
• PAN No.	AAAAN2489D
• Service Tax No.	AAAAN2489D ST001
• Name of the Bank	HDFC Bank
• Address of the Bank	M-29, GK 2, M Block, New Delhi
• Savings Account No.	50100083121045
• RTGS (IFSC) Code	HDFC0000557

After making the remittance, kindly intimate us the UTR Number and date of remittance for our records and

+91-129-2465414 (Phone)  
+91-129-2418867 (Fax)

Sector-48, PaliRoad, Near Badkhal Lake  
National Capital Region  
Faridabad, India-121001

www.nifm.ac.in



एन.एफ.एम. संस्थान

**National Institute of  
Financial Management**  
An autonomous institution of Ministry of Finance,  
Government of India

Head of the Institute  
Shri Harsh Kumar  
Tel. No. : 129 2418870  
Fax: No. : 129 2418867  
Email : director@nifm.ac.in

Dr. S.S. Khanaka, Professor (HRM)

Tel. No. : 129-2465208, 2418755 (Telefax)

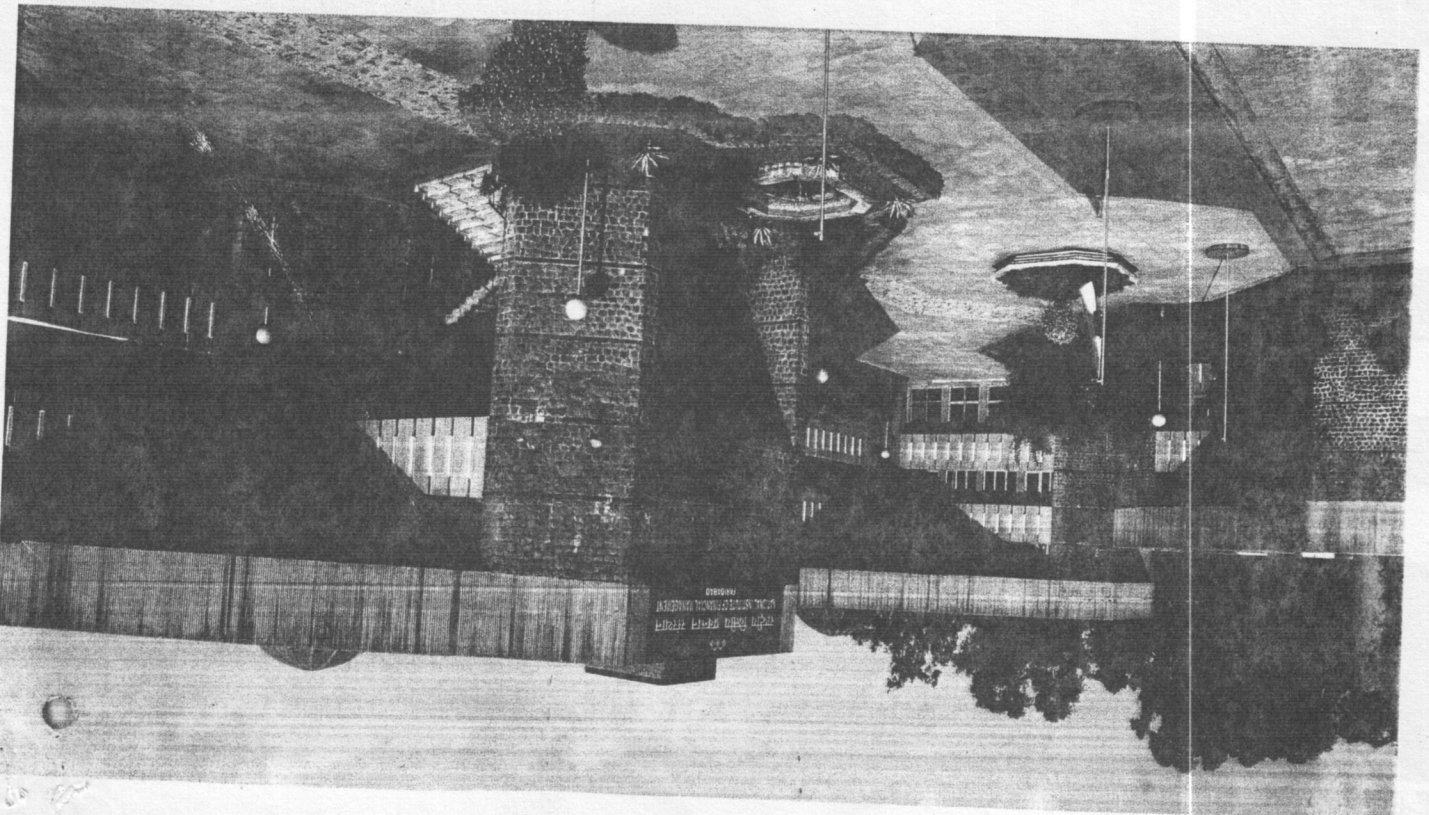
Email: khanka@nifm.ac.in

Dr. Pawan Pilia, Officer (I/c) MDP

Tel. No. : 129-2465224

Email: pilania@nifm.ac.in

Please do write to us!







NOMINATION FORM

**“Competency Building: A Way For Effective Job Performance”**  
(08-12 February, 2016)

(TO BE FILLED IN BY THE NOMINEE)

Name \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Designation \_\_\_\_\_

Organization \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ PIN \_\_\_\_\_

Phone (O) \_\_\_\_\_ (R) \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Work Experience \_\_\_\_\_

\_\_\_\_\_

Expectation from the Course

\_\_\_\_\_

**TO BE FILLED IN BY SPONSOR**

Name of the sponsor \_\_\_\_\_

Organization \_\_\_\_\_

Designation \_\_\_\_\_

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

for ₹ 40,075/- (Rupees Forty thousand seventy five only) (@₹35,000 plus 14.50% service tax per participant for five days course drawn in favour of “Accounts Officer, NIFM at Faridabad/ New Delhi is enclosed.

Address for communication (of the Sponsor)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ PIN \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E mail: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Sponsor  
with Stamp of the Organisation

Date: \_\_\_\_\_

Please return the duly filled in form to:

**S.S. Khanka**

**Professor (HR) & Programme Coordinator**

**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**

(Ministry of Finance, Government of India

Sector – 48, Pali Road, Faridabad – 121001. Haryana

Ph. No. (O) 0129-2418755, Mobile: 9560840090 Fax: 2418867/2418755