



मनुष्यवती भूमिरर्थः



**अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान**  
**Arun Jaitley National Institute of Financial Management**  
(वित्त मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)  
(An autonomous institute of Ministry of Finance, Government of India)  
सैक्टर-48, पाली रोड, फरीदाबाद-121001 (हरियाणा), भारत  
Sector-48, Pali Road, Faridabad-121001 (Haryana), India

# MANAGEMENT DEVELOPMENT PROGRAMME

ON

## **‘HOW CAN I ADD VALUE TO MY ORGANISATION’**

**Date: 27<sup>th</sup> – 29<sup>th</sup> May, 2024**



# About AJNIFM

Arun Jaitley National Institute of Financial Management (AJNIFM) is a Centre of Excellence specializing in capacity building in the fields of public policy, financial management and other governance issues for promoting highest standards of professional competence and practice.

AJNIFM caters to the training needs of various Ministries/ Departments/ Attached Offices, Autonomous Bodies, PSUs, etc. of both Central and State/ UT Governments. We also run training programs for international participants under ITEC.



Apart from conducting training programs which are OPEN for the officers from various Ministries/ Departments/ Attached Offices, Autonomous Bodies, PSUs, etc. of both Central and State/ UT Governments, we at AJNIFM, analyse the capacity building and training needs

of different levels of Officers/ Cadres in an organization. Based on this we, in consultation with that organization/ Cadre, design and deliver the training programs suiting their specific requirements. Various areas of training include GFRs, DFPRs, Public Procurement, GeM, PFMS, GST and Income



Tax, Financial Management, Budgeting, Public Private Partnership, Project Management, Auditing, Contract Management, Arbitration & Negotiations, etc.

The Institute has lush green campus spread over 42 acres of land in Faridabad on the outskirts of the National Capital.



The campus has an indoor sports complex with gymnasium, billiard, squash, badminton, Yoga and outdoor sports' facilities providing conducive environment for learning.



# About the Program

## ➤ **Program Background**

An officer with exceptional soft skills can dedicate time, efforts and attention to the tasks assigned to him/ her more efficiently and effectively enhancing his/her productivity, performance and value as well as that of the organisation. Soft skills are highly valued due to their usefulness in discharging the tasks and transferability of the capability of the officers while handling more smoothly the new tasks assigned. The officer with extraordinary soft skills always remains in demand, highly valued by the superiors and his/ her importance and capabilities in handling the difficult tasks reach to the new place/ organisation before he/ she actually arrives.

A person with excellent soft skills not only enhances his/ her own value at work place, in the organisation and in the eyes of the outsiders whom he/ she interacts, he enhances the value of the organisation in which he/ she works. Being a person equipped with excellent soft skills is win-win situation both for the person him/ herself as well as for the organisation.

## ➤ **The Program Objectives**

The program is intended to give the practical knowledge of some of the very carefully chosen areas of soft skills in order to enhance the capabilities of the participants in handling different and difficult situations. Program is aimed to enhance the soft skills of the participants giving excellent opportunities that how to build relationships and solve problems and make positive contributions to the organization. The program shall contribute to the ability to use the existing skills well and develop and grow those skills consistently over time.

## ➤ **The Program Contents**

The program coverage would include:

- i. Communicating Effectively
- ii. Becoming Team Builder and Leader
- iii. Emotional Intelligence
- iv. Being ethical is not a matter of choice
- v. Handling conflicts amicably and productively
- vi. Timely and futuristic decision making
- vii. Creative Thinking and finding best way in the given situations
- viii. Knowing worth of time and investing it wisely.

➤ **Pedagogy and Faculty**

The pedagogy of the program is a mix of discussion, case studies, hands-on-exercises and games. Ample opportunities shall be provided to the participants to share their experiences and learn from the experience of the experts and the other participants. The faculty comprises of AJNIFM's internal faculty members and leading experts from the relevant areas.

➤ **The targeted participants**

The program is designed to meet the needs of middle and senior-level officers from Central and State Governments, PSUs of Central and State Governments and Autonomous Bodies/ Institutions. The officers who sincerely believe in enhancing their value and standing out from the others should apply.

➤ **The Program duration and dates**

The program is residential and of 3 days duration. The program shall start in the morning of Monday 27<sup>th</sup> May, 2024 from 09:30 A.M. onwards and would complete at 05:30 P.M. on Wednesday 29<sup>th</sup> May, 2024.

➤ **The Program Venue**

- The venue of the programme is Arun Jaitley National Institute of Financial Management (AJNIFM), Sector - 48, Pali Road, Faridabad - 121001, Haryana.
- It is located in Faridabad town on Badkhal-Pali Road, about 1.4 km south of Badkhal Lake crossing.
- AJNIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms from Delhi Airport. The nearest metro station is Badkhal Mor. Participants may reach AJNIFM one day before commencement of the programme and proceed for their return journey after conclusion of the programme on the same day or the next day.

➤ **Program Fee & Payment Procedure**

- The fee in respect of the nominees from Central or State Government Ministries/ Departments/ Attached/ Subordinate Offices is ₹ 30,000/- per participant.
- The fee in respect of the nominees from Autonomous Bodies/ PSUs and other organisations of Central or State Governments is ₹ 30,000/- plus 18% GST per participant.

- The fee includes course fee, lodging, boarding and access to library, computer lab, Indoor sports complex with Gym, Yoga Room and out-door sports facilities, etc. However, it does not include to and to fro journey to AJNIFM.
- The bank details for online transfer of fee is given in [Annexure I](#).

➤ **Program Capacity**

- 30 (thirty).
- The nominations shall be accepted on FIRST COME FIRST SERVE basis.
- In the event of excess nominations received, the nominees shall be considered in the next program.
- Confirmation of acceptance of nomination from AJNIFM shall be sent by e-mail in respect of those nominees whose fee is received and nomination are found acceptable. Only such nominees shall be allowed to join the program.

➤ **How to Apply**

- The Nomination form is given at [Annexure II](#).
- The Nomination form may be filled up and forwarded by the sponsoring authority and sent by e-mail to [mdpcell@nifm.ac.in](mailto:mdpcell@nifm.ac.in) from the e-mail account of the forwarding authority, super-scribing the subject as “Nomination for the MDP on ‘How can I add value to my organisation’ – 27<sup>th</sup> – 29<sup>th</sup> May, 2024.
- Last date: 20<sup>th</sup> May, 2024.

Head of the Institute	Course Director	Training Co-ordination Cell
<b>Shri Praveen Kumar, IDAS</b> Director Tel. No.: +91-129-2418870 Fax: No.: +91-129-2418867 Email: <a href="mailto:director@nifm.ac.in">director@nifm.ac.in</a>	<b>Shri Rajesh K Agrawal, ICoAS</b> Associate Professor (SG) & Faculty In-charge Training Co-ordination Tel. No: 0129-2418860, 2465256 Email: <a href="mailto:rajeshkagrawal@nifm.ac.in">rajeshkagrawal@nifm.ac.in</a> Mobile: 9818241081	<b>Shri Uma Shankar Turkel (AAO)</b> Tel. No.: +91-129-2465259 Email: <a href="mailto:mdpcell@nifm.ac.in">mdpcell@nifm.ac.in</a> <b>Hostel</b> Tel. No.: +91-129-2465320, 2465307



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Sector-48, Pali Road, Faridabad-121001 (Haryana), India

+91-129-2465258 (Phone)

+91-129-2418867 (Tax)

Sector-48, Pali Road, Near Badkhal Lake National

Capital Region Faridabad, India 121001

[www.ajnifm.ac.in](http://www.ajnifm.ac.in)

**Following are the details of bank account of NIFM for making payment through e-transfer:**

Name of the Account Holder	Arun Jaitley National Institute of Financial Management
Name of the Bank	HDFC Bank Ltd.
Address of Bank	Shop No.3, Crown complex, 1-2 chowk, NIT 2, Faridabad -121001.
Account Number	50100083121045
IFSC	HDFC0002445
MICR No.	110240246
SWIFT Code For foreign remittance	HDFCINBBDEL
PAN	AAAAN2489D
GSTIN	06AAAAN2489D1ZQ





मनुष्यवर्तो भूमिर्धः

**NOMINATION FORM**  
**Management Development Programme**  
**on**  
**'How can I add value to my Organisation'**

Programme Date: 27<sup>th</sup> – 29<sup>th</sup> May, 2024

Name: \_\_\_\_\_

Male:  Female:

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

**Signature of the Candidate**

**TO BE FILLED IN BY THE SPONSORING AUTHORITY**

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

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

\_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Detail of Fee Sent, including UTR Number and date \_\_\_\_\_

\_\_\_\_\_

GST No. of the sponsoring Organisation \_\_\_\_\_

**Signature of the Sponsoring  
 Authority with stamp of the  
 Organisation**

Date:

Please send the completed form to: [mdpcell@nifm.ac.in](mailto:mdpcell@nifm.ac.in)

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