



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI-1**

**FAX**

F.No.ADMN/7/72/2015-WS

Dated the 03<sup>rd</sup> Sept., 2015

**OFFICE MEMORANDUM**

**Subject:** Management Development Programme on Financial Decision Making Using Excel being conducted by NIFM, Faridabad during 2015-2016.

National Institute of Financial Management, Faridabad has invited nominations for the Management Development Programme on Financial Decision Making Using Excel being conducted by NIFM, Faridabad during 2015-2016. The details of the Programme and Schedule are as under:-

**Objectives of the Programme:**

- To introduce the principles of Financial management and their use in various Financial decisions.
- To introduce the basics of Excel.
- To develop understanding of Financial decision making using Excel; and
- To equip participants with Financial modeling skills using excel.

**Scheduled of the Programme:**

|                |                          |
|----------------|--------------------------|
| November, 2015 | 04.11.2015 to 06.11.2015 |
| January, 2016  | 06.01.2016 to 08.01.2016 |
| March, 2016    | 02.03.2016 to 04.03.2016 |

**Eligibility Conditions:** Officer of the level of US/SF&AO and above.

The Officers, who are desirous to attend the said programme to be conducted by NIFM, Faridabad may send their nomination to the Council in the enclosed proforma through proper channel by **20.09.2015** for onward transmission to NIFM, Faridabad.

The Officers who have already attended the above Programme need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by NIFM, Faridabad.

*S Dasg - Ma*  
(Suparna Dasgupta)  
Under Secretary(WS)

**Encl:** As above.

**Distribution:**

1. All Officers of ICAR Hqrs. at KB./KAB- I&II/NASC through web-site only.
2. All the Directors of ICAR Institutes / PDs/Bureaux.
3. ISO, DKMA, KAB-I for uploading the same on the ICAR website.
4. Guard File.





मनुष्यवर्ती भूमिस्थः

## NOMINATION FORM

### Management Development Programme on 'FINANCIAL DECISION MAKING USING EXCEL'

Name \_\_\_\_\_

Male ☐ Female ☐

Designation \_\_\_\_\_

Organisation \_\_\_\_\_

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

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

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

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

Choice of Month in which you propose to attend the course

First Preference \_\_\_\_\_

Second Preference \_\_\_\_\_

Signature of the Candidate

### TO BE FILLED IN BY THE SPONSOR

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

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

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

Phone \_\_\_\_\_ Telex \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Detail of Fee Sent \_\_\_\_\_

Signature of the Sponsor  
with stamp of the organisation

Date:

Please return the completed form to:

K.P.Kaushik, Professor

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

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