

From

The Chief Secretary to Government, Haryana.

To

1. All the IAS Officers of Haryana State.
2. All the HCS Officers of Haryana State.

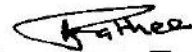
Dated Chandigarh, the 13.02.2017

**Subject: Two Year 'Post Graduate Diploma in Management'
(Financial Management).**

Sir/Madam,

I am directed to refer to the subject noted above and to enclose a copy of the letter No. B-33011/PGDM (FM)2017-19/ Nominations dated 19.01.2017 received from Sh. S.S. Khanka, Professor (HR) & Program Chair, PGDM (FM), National Institute of Financial Management (Ministry of Finance, Government of India), Faridabad for your perusal at the website <http://csharyana.gov.in> and request you to consider and circulate the same amongst suitable IAS officers & HCS officers working under your kind control so that they could be able to exercise their options for training in accordance with terms & conditions of the Govt. of India, National Institute of Financial Management (Ministry of Finance, Government of India), Faridabad.

Yours faithfully,


Superintendent Training
for Chief Secretary to Govt. Haryana. 
13.2.17

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

(An Autonomous Institute of
Ministry of Finance, Government of India)

No. B-33011/PGDM(FM)2017-19/Nominations

Dated: 19.01.2017

To

The Chief Secretary
Government of Haryana,
Secretariat,
Chandigarh - 160 017

Dear Sir,

As you know National Institute of Financial Management (NIFM) (an autonomous Institute of Ministry of Finance, Government of India) conducts a two year Post Graduate Diploma in Management (Financial Management) [PGDM(FM)] programme for serving officers/managers of Government, PSUs, Banks, Financial Institutes and Corporate Sector. A copy of the brochure of PGDM(FM) 2017-19 programme, (i.e., the new batch starting from June, 2017) is enclosed. Like the earlier programmes this too has an international attachment of two weeks to provide exposure to the best international practices in the field of Public Financial Management and Good Governance.

The course fee for the PGDM(FM) programme is covered under the Central Plan Scheme of Ministry of Finance for development to finance professionals, therefore sponsoring departments will not have to bear the course fee. The participants will bear the personal expenses such as cost of meals etc. and the department has to pay for the daily allowance due to them during national and international attachments.

Please nominate suitable officers for the programme. The last date for receiving applications is **1st May, 2017**. The nominations would be processed through a selection process scheduled in May, 2017. The **selected** participants are **expected** to join the programme at NIFM on **5th June, 2017**.

With regards,

Yours sincerely,

(S S Khanka)
Program Chair
PGDM(FM)

Training Branch
Diary No. 12103
Date 31/1/17

**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
A GOVERNMENT OF INDIA INSTITUTION**

(Department of Expenditure, Ministry of Finance)

**POST GRADUATE DIPLOMA IN MANAGEMENT
(FINANCIAL MANAGEMENT)**



PGDM (FM) 2017-19

Approved by

All India Council for Technical Education (AICTE)

Recognised as

**Equivalent to Master's Degree by
Association of Indian Universities (AIU)**

Accredited by

National Board of Accreditation (NBA)

Sector-48, Pali Road, Faridabad - 121 001 (Haryana)
Website : <http://www.nifm.ac.in>, <http://www.nifm.edu.in>

GOVERNANCE OF NIFM

Shri Arun Jaitley	Hon'ble Union Finance Minister	President
Shri Ashok Lavasa	Secretary Expenditure, GoI	Member
	Chairman Board of Governors	
Shri Shahzad Shah	Financial Commissioner (Railways)	Member
Dr. P. Mukherjee	Deputy Comptroller & Auditor General of India	Member
Shri N. Neihisial	Controller General of Defence Accounts	Member
Shri Prahalad Singh	Member (Finance) Deptt. of Telecommunication	Member
Shri M. J. Joseph	Controller General of Accounts	Member
Ms. Aruna Sethi	Additional Chief Advisor (Cost), Min. of Finance	Member
Shri D. S. Dhesi	Chief Secretary, Government of Haryana	Member
Dr. S. S. Yadav	Professor, Management Studies, IIT, Delhi	Member
Dr. J. K. Mitra	Professor, Delhi University, Delhi	Member
Dr. R. Ravi Kumar	Professor, IIM, Bangalore	Member
Dr. Purushottam Sen	Professor, IIM, Kolkata	Member
Shri Harsh Kumar	Director, NIFM	Member Secretary

Shri Ashok Lavasa	Secretary Expenditure	Chairman
Shri Shahzad Shah	Financial Commissioner (Railways)	Member
Dr. P. Mukherjee	Deputy Comptroller & Auditor General of India	Member
Shri N. Neihisial	Controller General of Defence Accounts Ministry of Defence	Member
Shri Prahalad Singh	Member (Finance) Deptt. of Telecommunication	Member
Shri M. J. Joseph	Controller General of Accounts, Min. of Finance	Member
Ms Aruna Sethi	Additional Chief Advisor (Cost), Min. of Finance	Member
Dr. S. S. Yadav	Professor, Management Studies, IIT, Delhi	Member
Shri Harsh Kumar	Director, NIFM	Member Secretary

Shri Harsh Kumar	Director, NIFM	Convener
Shri Dilip Padhye	Director General, NICF, Ghitorni, New Delhi	Member
Prof. K. R. Srivathsan	Professor, IIT, Bhubaneshwar	Member
Dr. Madhu Vij	Professor, FMS, Delhi University, Delhi	Member
Dr. P. Ali Rani	Director (F) Container Corp.(I) Ltd.	Member
Dr. R. Ravi Kumar	Professor, IIM, Bangalore	Member
Dr. Sanjiv Mittal	Professor, GGS IP Univ., New Delhi	Member
Shri Yashwant Kumar	Economic Advisor, Govt. of MP, Bhopal	Member
Dr. A. M. Sherry	PC-PGP (Fin. Mkt.)	Member Secretary
Smt. Ila Singh	PC-PTC	Member
Shri K. S. Gopinath Narayan	PC-MDP	Member
Dr. S. S. Khanka	PC-PGDM (FM)	Member
Dr. Brajesh Kumar	PC-FPM	Member
Dr. Jaya Bhalla	COE	Member



The programme addresses key issues in Public Financial Management. It seeks to provide a platform for participants from different government and other organizations to take a regular break from work and opt for this programme to acquire knowledge and skills for a better and more informed decision making process. The programme broadens their horizons and gives them improved insights to be more effective in their work environment.

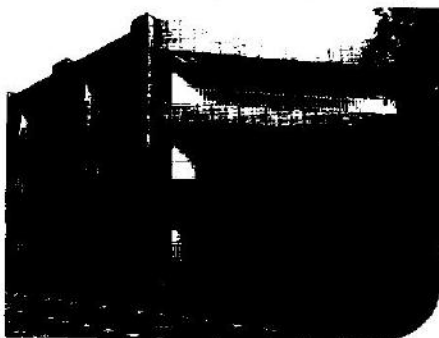
Keeping in mind the fast growing needs for shared responsibilities between Government and Corporate Sector, this programme has been suitably tailored to cater professional requirements of government officers and also of corporate sector executives in India and abroad.

This programme would help participants acquire skills for making informed decisions which would eventually ensure better delivery system. The 'change management' coupled with challenges thrown by the 'New Public Management' are best addressed by vision, professional skills, and one's ability to translate the professional experience into effective policy making. This programme sensitizes the participants towards this facet of managerial challenge and offers an excellent opportunity to rejuvenate the participants by providing an academic as well as a research oriented perspective, and a professional template in an appropriate learning environment.

The earmarked design, depth and delivery of the programme is accomplished through regular monitoring of the programme by the Management Committee of the NIFM headed by the Director, and also by the Academic Advisory Committee of the institute. This committee consists of eminent academicians from premium institutions along with representation from the Public Sector and Civil Services.

NIFM has a network of academic collaborations with the institutions of repute in India and abroad. The 2014-16 Batch of PGDM (FM) was deputed for two week to the University of California (Riverside), USA which gave them an opportunity to learn and understand the best business processes and practices across the world and 2015-17 batch is scheduled to be deputed to ICPE, Slovenia subject to approval of competent authority.

I welcome the participants joining this prestigious programme with an assurance that we will make all efforts to provide the best learning environment that will improve employability of the participants in more challenging assignments in the government as well as in the corporate sector.



The programme is residential for all the participants. Appropriate accommodation is provided to all participants of the programme. NIFM has self-contained hostel facilities in two separate blocks viz. new hostel block and the old hostel block. Catering, laundry, house-keeping and maintenance services have been outsourced and are professionally organized. Mess is compulsory for all residents of NIFM hostels.

Subject to availability, allotment of family accommodation is also made to the participants desirous of staying with family. The family suites are allotted on first come first serve basis on payment regulated as per extant orders of NIFM.

The Programme titled "Post Graduate Diploma in Management (Financial Management)" is a two-year full time Programme for officials in government, executives in the public and the private sector corporations. The Programme is duly recognized by the All India Council for Technical Education (AICTE) duly accredited by National Board of Accreditation (NBA) and has also been recognized as equivalent to 'Master's Programme' in Management (MBA) by the Association of Indian Universities (AIU).



The programme, designed under the guidance of Academic Advisory Committee, features the contents of similar programmes run by the best 'B-schools' of national and international repute. The programme has been cast with apt case to capture relevant issues that impact governance and the corresponding delivery by the public authorities. As the governments, at various levels, are becoming increasingly concerned about timely and quality delivery, the requisite managerial skills and capacity development issues pose constructive challenges. Accordingly, the programme design facilitates capacity building in the government as well as in the corporate sector with a view to meeting the emerging economic and social aspirations.

The programme aims to enhance managerial competence and self-development that are expected to translate each challenge into excellent opportunities, thereby improving promotional and career prospects for the participants of the programme.

The programme addresses the key issues in Corporate and Public Financial Management in an IT enabled scenario. The effective delivery of the programme rests on the premise of proper appreciation of 'Applied Information Technology' by the participants. The institute facilitates the participants in applying Information Technology in various papers by providing the best possible IT infrastructure.

The participants take Master's level core subjects in business and management, including Management Accounting, Financial Management, Managerial Economics, Business & Corporate Laws, Public Financial Administration, OB, HRM, IT for Finance, Enterprise Management, Security Analysis and Portfolio Management, Treasury and Risk Management, Project and Infrastructure Management etc. The participants also choose elective papers from the given options such as Mergers & Acquisitions, Micro Finance and Insurance, Strategic Management in Information Technology (IT), Information Technology (IT) Security, e-Commerce, Management of Technology, Wealth & Investment Management etc. As an integral part of the programme, the participants are provided training attachments of one week for Domestic attachment and two weeks for International attachment with one of the partner institutions. Towards the final stage of the programme, the participants spend their time with a competent supervisor on the project work.

The Programme is covered in six trimesters. The programme duration of 24 months comprises of classroom teaching of approximately 20 months including domestic and international attachment. The project work is of 04 months duration. The participants would be expected to remain available at NIFM throughout the duration of Programme. The broad structure of the curriculum is given below:

During the sixth trimester of the Programme, each participant is required to undertake a research project. A research problem of contemporary relevance (theoretical / action oriented) is identified by the participants in consultation with NIFM faculty and / or senior level officers of their respective Department / organization. However, the final decision on the project work is taken by NIFM. The timing and duration of the project work is 16 weeks as per the curriculum.

NIFM faculty guides the participants in research, analysis, preparation and completion of the project. The participants are expected to remain in regular touch with their faculty guides for timely completion of the project work. The project work is required to be completed and submitted before completion of the programme.

Course curriculum is modified and revised by the Academic Advisory Committee (ACC) of NIFM from time to time as per changing conditions in the Public Financial Management.

FIRST TRIMESTER			
Code	Title of the Paper	Credits	Sessions
101	Accounting for Managers	3	40
102	Managerial Economics	3	40
103	Information and Communication Technology for Managers	3	40
104	Management of Organization and People	3	40
105	Business Mathematics	1 ½	30
106	Corporate Communication	1 ½	30
107	Public Financial Administration	3	40
Total		18	260
SECOND TRIMESTER			
201	Management Accounting	3	40
202	Financial Markets and Institutions	3	40
203	Direct and indirect Taxes : Planning and Control	1 ½	30
204	Business and Corporate Laws	3	40
205	Financial Reporting Standards	1 ½	30
206	Financial Management – I	3	40
207	Business Data & Network	3	40
Total		18	260
THIRD TRIMESTER			
301	Human Resource Management	3	40
302	Marketing Management	3	40
303	Information Technology (IT) for Finance	3	40
304	Business Statistics	1 ½	30
305	Research Methodology	1 ½	30
306	Financial Management – II	3	40
Electives			
307 (E)	Accounting in Government and Not for Profit Organizations	3	40
308 (E)	Enterprise Management		
Total		18	260

SECOND YEAR				
FOURTH TRIMESTER				
Code	Title of the Paper	Credits	Sessions	
401	Security Analysis and Portfolio Management	3	40	
402	Production and Operations Management	3	40	
403	Treasury and Risk Management	3	40	
404	International Financial Management	3	40	
405	Projects and Infrastructure Management: Financing, Implementation and Control	3	40	
Electives				
450 (E)	Mergers and Acquisitions (or)	3	40	
	Or			
451 (E)	Microfinance and Insurance			
	Or			
452(E)	Strategic Management in Information Technology (IT)	18	240	
	Total			
FIFTH TRIMESTER				
501	Strategic Management	3	40	
502	Financial Services	1 ½	30	
503	Corporate Governance and Business Ethics	1 ½	30	
504	Term Paper	3	40	
Electives				
550 (E)	Information Technology (IT) Security	3	40	
	Or			
551 (E)	E – Commerce			
	Or			
552 (E)	Management of Technology			
	Or			
553 (E)	Wealth and Investment Management			
TRAINING PLACEMENT				
a.	International Attachment	Two (02) Weeks	03	40
b.	Domestic Placement	One (01) Week		
c.	Report Writing	One (01) Week	03	40
d.	Viva-voce			
	Total	18	260	
Commencement of Project Work after the training placement		One (01) Month		
SIXTH TRIMESTER				
601	Project Work	Sixteen (16) Weeks	09	
Grand Total		99		

TRAINING ATTACHMENTS

The participants may be taken, subject to necessary approvals from Government of India, for a two week international attachment in which an intensive coverage of international developmental perspective in critical areas of governance, financial management etc. is provided.

During the international attachment, the participants are exposed to (a) the best practices of other economies/societies (b) problems and challenges facing other countries, and (c) feasible solutions that the other institutions come out for such problems.

The international attachment for the year 2014-16 batch of PGDM participants were organized at University of California Riverside, California, USA. Domestic attachment expenditure shall be borne by the sponsoring organization or the candidate. The participants were exposed to the best international practices in governance and financial management. The PGDM(FM) 2015-17 batch is scheduled to be deputed for two weeks to the ICPE, Slovenia subject to approval from competent authority.

- a. All participants must have completed **Graduation or a degree equivalent thereto** from an Indian/foreign university (institution) recognized by the Association of Indian Universities, Ministry of HRD, Government of India. Minimum percentage of marks at graduation level must be 50%.
The upper age limit for all participants is 50 years on the last date of submission of the application form for programme.
- b. Officers at middle/senior level working with the Central or State Governments, Public Enterprises/Autonomous Organizations belonging to State / Central Government, Other bodies of the Central/State Government and Corporate Sector.
- c. Aspiring participants from the **corporate sector** must give their percentile score of **CAT or any other test(s) approved by the AICTE**, and ought to have **work experience** of minimum **03 years** at a managerial position in a corporate entity.
- d. Similar participants (b or c above) from foreign countries.

Admission forms may be downloaded from NIFM website and submitted along with Bank Demand Draft for ₹ **500/-** payable in favour of **Accounts Officer, NIFM** at Faridabad.

Applications, complete in all respects shall be submitted in NIFM by the due date mentioned in the '**Date Schedule**' and in case of sponsored candidates the letter from the sponsoring organizations shall be received by the due date.

FOR GOVERNMENT EXECUTIVES (INDIA AND OVERSEAS)

Candidates may be short listed by the Institute and the short listed candidates and/or their sponsors would be intimated. The sponsors would be requested to depute their candidates well in time for attending the Group Discussion & Interviews meant for shortlisting the candidates.

FOR CORPORATE EXECUTIVES

Applicants are required to submit their percentile score of CAT or any other test(s) approved by the AICTE and they will be called for Group Discussion and Personal Interview.

The weightage of different elements of screening would be as follows:

Element of Screening	Weightage
• Group Discussion	50%
• Personal Interview	30%
• Curriculum Vitae	20%

All supporting documents / testimonials (date of birth and letter from sponsoring organization) in original shall be required at the time of screening and/or final admission to the Programme. Mere fulfilling the minimum eligibility qualifications by the candidate shall not bind NIFM for offering admission to the candidate to the Programme. Selected Candidate shall be required to join the Programme or a day prior to starting of the course.

Decision of NIFM regarding admission of the candidates to the programme shall be final.

PROGRAMME FEE

A. Sponsored Candidates from Central Government/State Governments/Union Territories/ PSUs and other bodies of the Central/State Government

Fees is paid to NIFM by the Government of India under Central Plan Scheme of the Ministry of Finance

B. Corporate Sector Executives

₹ 12 Lakh

C. Overseas Participants

US \$ 20,000

The Programme fee for the Corporate Sector Executives and Overseas Participants is to be paid through demand draft in favour of Accounts Officer, NIFM payable at Faridabad or through electronic transfer as per following schedule:

Fee Payment Schedule		
Instalment	Due Date	Amount
• First	Commencement Date	50%
• Second	6 months from date of commencement	30%
• Third	14 months from date of commencement	20%

The above **fee includes** tuition fee, cost towards study material, and institutional charges for various attachments, economy class air fare for international placement (if any), single room accommodation in NIFM Hostel for those wishing to stay on Campus.

The **fee doesn't include** DSA due on foreign attachment and D.A. and expenses on accommodation, travel and transportation for the domestic attachment etc. Such expenses shall be borne by the participants/their sponsors.

The expenses on food and power consumption in the hostel are to be borne by the participants opting to avail hostel facility. However, wherever applicable the participants may claim reimbursement from their sponsoring organizations.

DATE SCHEDULE

Submission of the form/Nominations from their Sponsoring Organization	01 st May 2017
Submission of Form with late fee of Rs. 500/- or Covering note from sponsor	19 th May, 2017
Group Discussion & Interviews etc.	23 rd May, 2017 from 10 a.m. onwards
Start of the programme	05 th June, 2017

* The schedule will be displayed at NIFM website and Notice Board.

The Selected candidates shall report at the Institute a day prior to start of the course.

The names of successful candidates will be available on the official website of NIFM and they may also be informed by e-mail.



The ever increasing changes posing challenges has relegated the relevance of the erstwhile generalization of Rule of Thumb in public financial management. It is against this backdrop, the Government of India set up the National Institute of Financial Management (NIFM), in 1993, to impart specialized education and training in the domain of public financial management. NIFM, over the period, has emerged as a premiere institute and centre of excellence in public financial management in and outside India.

NIFM has been offering a two-year regular programme on Post-Graduate Diploma in Management (Financial Management), duly approved by the All India Council for Technical Education (AICTE) and recognized equivalent to Master's Degree (MBA) by the Association of Indian Universities (AIU) for the officers working in the Government and the corporate sector. The programme has been designed and updated on regular basis by the Academic Advisory committee (AAC) consisting of members from academia and practitioners in the field of public financial management. That the Programme has been gaining increasing acceptability and relevancy is duly confirmed by the increasing number of participants batch after batch joining the Programme. To quote, the number of participants has almost doubled just within four years from 47 in Batch 2012-14 to 72 in Batch 2015-17.

With a view to make the programme more and more suitable by expanding the knowledge horizons, the participants of the programme join the international educational institutions of high academic repute for their international attachment for two week period. For example, the PGDM(FM) Batch 2014-16 was attached with University of California, Riverside, USA for two week duration from October 5 to 16, 2015. The PGDM (FM) Batch 2015-17 is scheduled to be deputed for two weeks to the ICPE, Slovenia subject to approved from competent authority.

I, as the Programme Chair, extend an invitation to the esteemed organizations to nominate their officers for joining the programme to take its full advantage. It has been our earnest effort to impart the maximum value addition to the participants who join the Programme.

(S.S. Khanka)
Programme Chair

* NIFM Faculty profile is available on the official website of NIFM.

<http://www.nifm.ac.in>

National Institute of Financial Management

(A Government of India Institution)



APPLICATION FORM

POST GRADUATE DIPLOMA IN MANAGEMENT
(FINANCIAL MANAGEMENT)
PGDM (FM) PROGRAMME 2017-19

Affix recent passport
size photograph
(self-attested)

TO BE FILLED IN BY THE APPLICANT

Name : First _____ Middle _____ Last _____

Male: (Tick) ☐ Female: (Tick) ☐ Age in years Date of Birth

Designation _____

Organization _____

City		Phone (O)	
Country		Mobile	
Pin		Fax	
Email			

Educational Qualification (Graduation onwards)

Sl.No.	Qualification	University	Year of Passing	Specialization	% Marks

Work Experience: (Starting with your present position)

Sl.No.	Post held	Organization	From	To	Job Profile

I undertake to declare that upon my admission to PGDM (FM) programme conducted by NIFM, I would abide by rules and regulations governing the conduct of the programme.

Signature of the Applicant

Continued.....

TO BE FILLED IN BY THE SPONSOR
(Only for sponsored Government Executives)

Name of the Sponsor	
Designation Organization	
Address for communication	
City Country Pin	
Phone (O)	
Mobile Number	
Email	
Fax	

This organization undertakes to declare that upon admission of the candidate to PGDM (FM) programme conducted by NIFM, the participant would abide by rules and regulations governing the conduct of the programme.

Date

**Signature of the Sponsor
& Stamp of the Organization**

Please return the completed form to Dr. S. S. Khanka, Programme Chair, PGDM (FM)
For queries, please contact
LTP Cell at +91-129-2465256
Email: pgdmfm@nifm.ac.in

NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

Sector-48, Pali Road, Faridabad-121 001, Haryana (INDIA)
Telephones. (EPABX): 0129-2418857/75, Fax: 0129-2418867
(Dial code 0129 from Delhi and other stations) Url: <http://www.nifm.ac.in>



National Institute of Financial Management
(A Government of India Institution)

HALL TICKET

Post Graduate Diploma in Management
(Financial Management)2017-19

Affix recent passport
size photograph
(Self-attested)

TO BE DETACHED BEFORE SUBMITTING THE APPLICATION FORM
PLEASE BRING THE HALL TICKET AT THE TIME OF GROUP
DISCUSSION

Name of Applicant :

Date of Birth :

Address for Correspondence :

Application Form No. :

Demand Draft/Pay Order No :

only where the form has been downloaded from NIFM website]

Signature of Applicant



**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
(A GOVERNMENT OF INDIA INSTITUTION)**

Sector-48, Pali Road, Faridabad - 121 001 (Haryana)
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E-mail : pgdmfm@nifm.ac.in, ltpcellnifm@gmail.com

Website : <http://www.nifm.ac.in> Or <http://www/nifm.edu.in>