



No. IHP/HRDCO/21-22/

Date: 18.10.2021

Shri Girish Bhatt
Manager – Executive Education & Consultancy
Jaipuria Institute of Management
Block 1, Plot No.3, WHS Timber Market,
Near Mayapuri Chowk,
New Delhi-110015

Sub: 03 Days online Training Programme on “Performance Management Through Balance Score Card” for Executives (E4-E7) of NHPC Limited

Dear Sir,

With reference to your proposal, we are pleased to intimate that your proposal to conduct 03 Days online Training Programme on “Performance Management Through Balance Score Card” for executives of NHPC Limited has been accepted as per details given below:

Sl. No.	Title of Program	Duration	Level of Participants	Training Platform
1	Performance Management Through Balance Score Card	20.10.2021 to 22.10.2021 Time : 10.00 A.M to 1:30 P.M (2 sessions of 90 minutes each session)	Executives (E4-E7)	Zoom App of M/s. Jaipuria Institute

The Terms & Conditions for conducting the above programme are as under:

1. Professional fee shall be Rs. 15,000/- (plus applicable taxes) per day for 3 days.
2. 100% payment will be released against the bill after completion of the training programme.
3. Agency will provide qualified, experienced and specialist trainer for the above programme.
4. A list of participants is enclosed as Annexure-I along with this order through which the training agency will create whatsapp group and share the Meeting ID and Passcode to the participants in advance.
5. The Training Agency will provide soft copy of training materials **bilingual (English & Hindi)** and “Certificate of Participation” at the end of the training programme to the participants as per enclosed list.
6. TDS as per rules.
7. Bill should be raised in the name of NHPC Limited, bearing NHPC GSTN No. 06AAACN0149C1Z3
8. Payment will be made through electronic transfer RTGS/NEFT for which you will have to submit necessary bank account details.

Kindly acknowledge receipt.


(CV Narasimha Rao)
Dy. Manager (HR)

Encl: As above

Copy to: Sr. Manager (Finance)-Misc Bills