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By Fax / Speed Post



सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(भारत सरकार : गृह मंत्रालय)
(Government of India :: Ministry of Home Affairs)
हैदराबाद - 500 052
Hyderabad - 500 052

No.12011/28/2016-Trg

Dated: 15 June, 2016

To,

1. The Chief Secretaries of all States / U.T.s.
- ✓ 2. The Directors General & Inspectors General of Police of all States / U.T.s.
3. The Commissioner of Police, Delhi / Kolkata / Mumbai / Chennai.
4. The Chairman, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, North Block, New Delhi.
5. The Chairman, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, North Block, New Delhi.
6. The Principal Chief Conservator of Forests of all States/UTs.
7. The Director General, IB/CBI/BSF/CRPF/CISF/ITBP/Assam Rifles/SSB.
8. The Chairman, Railway Board, New Delhi.

Sub: A three day Course on 'Negotiation Skills' at S.V.P. National Police Academy, Hyderabad from 14-16 September, 2016 – Inviting nominations

Sir,

The Academy is organizing a three day Course on 'Negotiation Skills' from 14-16 September, 2016 for the IPS officers of the rank of SP to IG and equivalent rank officers from other services of IFS, IC & CES, IRS (IT) and Officers from CAPFs (Direct recruited officers of 5-20 years of service).

The objectives of the course are:

- (i) Understanding the individual role in negotiation process.
- (ii) Developing effective and successful negotiation strategies.
- (iii) Create a sense of mutuality while negotiating with others.
- (iv) Understand and improve ability, Style and Strategies in Negotiation.
- (v) Emphasize the importance of communication and influencing in Negotiation
- (vi) Understand the importance of impersonal representation in the Negotiation and Emotional Intelligence.

3. It is requested that two eligible officers as main and one reserve from each State/UT/Organization may please be nominated for the said Course.

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4. The nominations for the course may please be sent to the Academy latest by 31st July, 2016 through Fax (040-24015179) / E-mail (santony@svpnpa.gov.in) for acceptance and forwarding joining instructions to the nominated officers directly. The postal address, telephone / mobile number, fax number & E-Mail ID of the nominated officers alongwith their batch seniority may also be intimated.

5. The course is residential and the participants of the course will be accommodated in the campus. The expenditure to be incurred on board and lodging of the participants shall be met by the Academy. However, the expenditure on account of travel of officers for attending the course may be borne by the respective state Government / organization. It is also reiterated that as per SOP of the Academy, nominations of only those Officers who have not undergone any Course (except ITC/MCTP) in this Academy during the 12 months preceding the start of the course on Negotiation Skills, shall be accepted. Hence, nominations of Officers may be sent accordingly.

6. The dress order for the course participants is Civvies i.e. shirt (full sleeves), Trouser & tie for gentlemen and salwar kameez / saree / Business suit for ladies.

7. The nominees may be advised to proceed for the course only after receiving confirmation of acceptance of their nominations from the Academy. The officers whose nominations accepted are required to report at the Academy by the evening of 13th September, 2016 i.e. one day before the commencement of the course. Transport from Hyderabad Airport / railway station to the Academy and back will be provided by the Academy.



(Dr. Nikhil J. Gupta)
Deputy Director (A) &
Course Director

Copy to:

1. The Secretary, Government of India, Ministry of Home Affairs, North Block, New Delhi - 110 001.